

EMERGENCY OPERATIONS PLAN

October 1, 2018

TOWN OF ENFIELD



TABLE OF CONTENTS

APPROVAL.....	1
AUTHORITY	2
MISSION	2
PURPOSE	3
SITUATION	4
RISK ANALYSIS	14
ASSUMPTION	16
ORGANIZATION.....	17
CONCEPT OF OPERATIONS	20
PLAN ACTIVATION	26
CONTINUITY OF GOVERNMENT	27
MISSION ASSIGNMENTS	28
SUPPORT	47
DIRECTION AND CONTROL.....	55
SPECIAL REQUIREMENTS ..	57
PROMULGATION	58

ATTACHMENTS

A	CHART OF ORGANIZATION.
B	EMERGENCY OPERATIONS CENTER (EOC)
C	RISK ANALYSIS
D	MAJOR TRANSPORTATION AND EVACUATION ROUTES
E	MAP DIRECTORY
F	PUBLIC NOTIFICATION, EVACUATION AND SHELTERING PLAN
G	INCIDENT REPORT FORMS
H	SAMPLE PROCLAMATION AND DECLARATION DOCUMENTS
I	COMMUNICATION PLAN
J	TACTICS FOR HANDLING HAZARDOUS MATERIAL AND RADIOACTIVE EMERGENCIES
K	TERRORISM AND BIOCHEMICAL WEAPONS OF MASS DESTRUCTION
L	EMERGENCY EQUIPMENT AND SUPPLIES
M	SCHEDULES AND METHODS FOR TESTING AND UPDATING THE EMERGENCY RESPONSE PLAN

N	TRAINING PROGRAMS AND SCHEDULES
O	DIRECTION AND CONTROL
P	POLICE DEPARTMENT
Q	FIRE SERVICE
R	PUBLIC WORKS
S	SOCIAL SERVICES
T	COMPANION ANIMAL SHELTERING PLAN
U	NORTH CENTRAL CONNECTICUT AIR CRASH DISASTER PLAN
V	TELEPHONE DIRECTORY
W	TIER II
X	EMERGENCY MEDICAL SERVICES DEPARTMENT
Y	RECREATION
Z	CERT
AA	GLOSSERY
BB	DISTRIBUTION LIST
CC	MASS CASULITY INCIDENT PLAN
DD	ENFIELD HOUSING AUTHORITY
EE	LARGE SHELTER OPERATION - COMMUNITY EMERGENCY
FF	RESPONSE TEAM – 2017 – Link to Plan
GG	EVERSOURCE ELECTRIC MAKE SAFE PLAN

List of Changes

Latest Revision.....October1 , 2018

Prior Revision.....October 1, 2012

Removal of Dan Vindigni as Assistant Town Manager
Addition of Steven Hall as Emergency Management Director
Update of fire apparatus/equipment on Town Fire Departments
Updates of businesses in town
Change of radio frequencies used by the Town of Enfield
Addition of Towns “Magic Bus” as Transportation method
Addition of “Command One” in Town vehicles
Change AT&T/SNET to Frontier Telephone
Change of CL&P & Yankee Gas to Eversource Electric & Eversource Gas
Change of Chlorine Storage and Storage Tanks of Hazardville Water Co.

All changes were made by Dispatcher Ken Maltese, under the authorization and the approval of Steven Hall, Emergency Management Director for the Town of Enfield, and meet the requirements & standards set by FEMA CPG 101, v2.

Name/Title Index

Town Manager	Christopher Bromson
Asst Town Manager	TBA
Emergency Management Director	Steven Hall

Chief of Police	Alaric Fox
Chief Enfield Fire District 1	Edward Richards
Chief Thompsonville Fire District 2	William Provencher
Chief, Hazardville Fire District 3	John Flanagan
Chief N. Thompsonville Fire District 4	Earl Provencher
Chief, Shaker Pines Fire District 5	Charles Macsata
Chief, Enfield EMS	Erin Riggot
Director, Social Services	Dawn Homer-Bouthiette
Director, Public Works	Donald Nunes
Director, Finance	John Wilcox

APPROVAL

TOWN OF ENFIELD EMERGENCY OPERATIONS PLAN October 1, 2018

In Emergency Management, there is a fine line between
exercising an appropriate level of preparedness, and creating panic.

Town Manager: _____ Date: _____

Dir of Emer Mgmt: _____ Date: _____

AUTHORITY

Authority for this plan is contained in Title 28, Chapter 517 of the General Statutes of Connecticut as amended, the State of Connecticut Emergency Operations Plan and such Executive Orders, Town Ordinances, Charter Provisions or Special Acts as may be applicable.

This January 1, 2018 publication of the Town of Enfield Emergency Operations Plan REPLACES all earlier versions of the Town of Enfield Emergency Operations Plan, to include the October 1, 2012 edition.

This January 1, 2018 edition reflects Enfield Emergency Management's effort to comply with the National Incident Management (NIMS) mandate from the Federal government.

For the purpose of consistency the term Emergency Management Director is used throughout this plan. It is synonymous with the title Civil Preparedness Director.

MISSION

To maximize survival of people, prevent and/or minimize injuries, and preserve property and resources in the Town of Enfield by making use of all available staffing, equipment, and other resources in the event of natural or man-made disasters, while being flexible enough to accomplish this at any level of incident, from the minor to the disaster.

PURPOSE

The Enfield Emergency Operations Plan is designed to provide for patterns of leadership and response to the most likely hazards created by nature or man, as well as those which are only possible threats to the lives and property of the people of Enfield.

The purpose of this Emergency Operations Plan is to:

- Provide for direction and control and the continuity of government in disaster situations.
- Provide for the integration of resources and capabilities of town government and the private sector for hazard mitigation, survival and recovery operations when any disaster threatens or occurs.
- Define the role and responsibilities of town government, special purpose government districts, quasi-government organizations, and private agencies for the preparation and conduct of emergency operations prior to, during, or after a disaster, whether manmade, natural, technological, nuclear or other enemy attack.
- Provide a basis for the preparation of detailed emergency operating procedures and training by town government, special purpose government districts, and support organizations assigned emergency responsibilities.

Once completed, copies of the Town of Enfield's Emergency Operations Plan will be distributed to agency heads and appropriate other partners

SITUATION

General Information

The Town of Enfield, Connecticut operates under the council-manager form of government. The town council consists of eleven members. Seven council members are elected at-large and four are elected from districts. The chairman of the council is elected by its members. The council chairman also serves as the mayor of the town. The eleven council members, including the mayor, share equally in voting privileges. The town manager, the chief executive officer of Enfield, is appointed by the council and serves for an indefinite term. The town department heads are appointed by and responsible to the town manager.

Enfield is situated in north central Connecticut in Hartford County. A portion of the Commonwealth of Massachusetts and the Connecticut River serve as the northern and western borders, respectively. Adjoining towns are Longmeadow and East Longmeadow, Massachusetts to the north; Somers to the east; and Ellington and East Windsor to the south.

Enfield is 34 square miles in area. The elevation varies 25 feet from sea level to 440 feet above sea level.

Enfield consists of five high-population density areas. They are North Thompsonville to the north, Hazardville in the geographical center, Scitico in the east, Thompsonville in the west, and Enfield in the southwestern portion of town. Although primarily residential, the town has a significant commercial and industrial base.

Manufacturing industries are concentrated in North Thompsonville, the Moody Road area, the Bacon Road area, and the Enfield Memorial Industrial Park along 1-91.

Commercial properties are numerous with several shopping malls that adequately serve the needs of the residents of Enfield and other communities.

According to the 2000 U.S. Census, the population of Enfield is approximately 45,212 residents. The majority of the labor force is employed in other communities. Typically, the daytime influx of shoppers offsets the outflow of residents employed out of town.

There are approximately 16,500 private dwellings. Most of these are single family units of wood frame construction, with basements. Also present in the community are apartment complexes and planned residential developments, i.e, condominiums of various construction types. Most of the commercial and industrial buildings utilize masonry-steel construction techniques.

Major Highways

Major north-south highways that pass through the community include Interstate 91, Routes 5, 191, and 192. Interstate 91 is an arterial highway that runs along the Connecticut River in the western part of Enfield. East-west highways are Routes 190 and 220.

Railroads

Rail transportation for passenger service is provided by Amtrak. The Connecticut Southern Railroad provides freight service. The main line is located in the western part of Enfield and runs adjacent to the Connecticut River north and south. This line provides daily Amtrak service, but passengers must board the train in Springfield or Windsor Locks.

A secondary track runs through the eastern portion of Enfield and was formerly used as a "demand only" freight line, in the northerly direction only, with six freight sidings to serve the needs of local industry. The line has one significant river crossing in Enfield over the Scantic River near Broad Brook Road (State Route 191).

This line has been inactive for a number of years. An attempt was made in the second half of the 1990's to provide some limited freight use. However, for the last several years there has been no activity on the line.

Bus Transportation

The Town of Enfield has the "Magic Carpet" bus service. There are 5 mini buses available. Other means of transportation include a Connecticut Transit bus line that runs from Enfield to Hartford during commuter hours, Monday through Friday.

Commercial Trucking

Major motor freight terminals located in town include: Arkansas Back Freight (ABF), Roadway, and Hawthorne.

Airports

Bradley International Airport is a state airport located approximately eight miles to the southwest in the Town of Windsor Locks. Major passenger and freight carriers utilize this facility.

Enfield lies within the holding and landing patterns of Bradley International Airport. Since there is an airport flight pattern outer marker on the roof of the Radisson Hotel, which is located in

North Thompsonville, these flight patterns are heavily used, especially for foul weather operations. This marker is a radio beacon and part of the instrument landing system. A significant amount of the flight activity over this area is oriented in a northeast to southwest direction.

The North Central Connecticut Air Crash Disaster Plan is an Attachment to the Emergency Operations Plan.

Rivers, Streams, Brooks, Lakes, Ponds, Dams, and Flooding

Major rivers affecting Enfield are the Connecticut River and the Scantic River. The Scantic River flows northeast to southwest in the south central portion of Enfield. During flooding of this river, the southeastern portion of Enfield can become isolated from the rest of town.

Streams and brooks in Enfield are Freshwater Brook, Beemans Brook, Jawbuck Brook, Buckhorn Brook and Grape Brook. Freshwater Brook and Beemans Brook can cause localized problems during flooding conditions.

Shaker Pines Lake and Crescent Lake are located in the northeastern quadrant of Enfield. Freshwater Pond is located in the center of downtown Thompsonville.

There are five dams located in Enfield. They are the Enfield Dam, which is situated on the Connecticut River, Scitico Dam, Freshwater Pond Dam, Shaker Pines Lake Dam, and Crescent Lake Dam. The Somersville Dam located in Somersville, an adjacent community to the east, affects Enfield during flooding conditions.

Educational Facilities

Enfield's public educational facilities include nine elementary schools, one Head Start, one junior high school, and one high school. The parochial school system consists of three elementary schools with four facilities. There is also one "Magnet School" which is the Public Safety Academy (PSA), which is part of the Capitol Region Education Council (CREC). The combined public and parochial school enrollment is approximately 8,500 students.

The public secondary schools have cafeteria facilities and limited food supplies at the middle school. There is an auxiliary electrical generator located at John F. Kennedy Middle School. The school also serves as the primary shelter site.

Additional educational facilities include Asnuntuck Community College, which is operated by the state of Connecticut, and numerous child daycare/nursery schools. Enfield operates one child daycare that includes a pre-school program.

There are a total of 76 vehicles in the student transportation system. The buses are leased, but would be immediately accessible to Enfield during emergencies. They are located at “Smyth Bus” on Depot Hill Rd.

Law Enforcement - Police

A paid full-time Police Department provides law enforcement services. The Department consists of over 90 sworn police officers and 20 civilian employees. The Department also utilizes the services of 20 auxiliary policemen, and approximately 20 Explorers who serve in a voluntary capacity.

The Police Department is also responsible for operating the Town 911 Emergency Communication Center, which is located at the Public Safety Complex, 293 Elm Street. The Dispatch Center handles all radio communications for Police, Fire and EMS. Additionally, it is responsible for sending emergency notifications to the community through utilization of the State of Connecticut CT Alert Program.. The dispatchers have undergone mass notification system training.

The Police Department equipment includes:

31 marked patrol cars	1 mobile communications vehicle (CP-4)
2 unmarked patrol cars	1 mobile command post (Command 1)
4 traffic vehicles	1 animal control pickup truck
2 motorcycles	1 crime scene investigation unit
1 prisoner transport van	3 K-9 units

All of the vehicles are equipped with two-way radios. A large number of patrol cars are also equipped with mobile data terminals (MDT's).

Communication equipment provides direct radio contact with the police departments of adjacent communities. This includes all cities and towns in Connecticut and Massachusetts, and the state police in both states. Enfield police monitor 16 cities and towns police communications on a 24-hour basis.

Two Enfield communications personnel are part of the Capitol Region “I-COMM” team

Enfield Police also has several members who are part of the Capitol Region SWAT team, also known as CREST. They are supplemented by several members of Enfield EMS who have been trained "Tactical EMS" operations.

Helicopters can be requested from both the Connecticut and Massachusetts State Police. Each agency has a helicopter.

Fire Protection

Fire protection is provided by 1 career fire department and 4 combination fire departments. There are six fire stations operating in five districts.

The Thompsonville Fire District is staffed by 23 paid firefighters and is on duty 24 hours a day.

Other fire districts include North Thompsonville, Hazardville, Enfield, and Shaker Pines. Each of these departments is on call 24 hours a day. All of these departments have fulltime personnel on duty Monday through Friday from approximately 8 a.m. to 5 p.m. There are a total of 120 volunteer firefighters.

Each department has its own fire chief and fire marshal who is responsible for fire safety inspections.

Equipment includes 30 pieces of firefighting apparatus including three boats and two heavy rescue trucks. All of the vehicles are equipped with two-way radios. This does not include support and command vehicles.

Fire hydrants are located in approximately 95 percent of Enfield. Each fire department has a map of their hydrant locations.

Emergency Medical Service/Ambulance

The Town of Enfield has municipal Emergency Medical Service (EMS) Department. Enfield EMS is responsible for providing both Paramedic/Advanced Life Support (ALS) and Basic Life Support (BLS). Enfield EMS is staffed by both full-time and part-time municipal employees. There are six (6) ambulances.

Authorized staffing for Enfield EMS consists:

- One (1) full-time EMS Director who is a paramedic.
- One (1) full-time EMS Captain who is a paramedic.

- Four (4) full-time supervisors who are paramedics.
- Eleven (11) full-time paramedics.
- Eleven (11) full-time Emergency Medical Technicians (EMT's) to administer BLS.
- Part-time paramedics and EMT's to fill staffing gaps.

Enfield EMS also has several members who have been trained in "Tactical EMS" to assist SWAT Teams in "Active Shooter" situations.

The Enfield Police Department is authorized by the State of Connecticut as Enfield's EMS first-responder. As a result, a police cruiser is nearly always dispatched to all EMS calls in Enfield. All Enfield Police Officers are required to be EMT's or Emergency Medical Responders (EMR's).

The five (5) fire departments of Enfield have been designated as supplemental first responders at the BLS level.

They will respond to EMS calls within their respective districts with their on-duty crew based on the medical nature of the call.

Enfield's Public Safety Dispatchers have been trained to utilize Emergency Medical Dispatch (EMD) procedures in order to assess the medical severity of each call as it is received at the Town's 911 Public Safety Answering Point (PSAP).

Medical control for Enfield EMS is provided by Johnson Memorial Hospital.

There are also two "Life Star" MEDIVAC helicopters which are based at Backus Hospital in Norwich & Hartford Hospital, and are available for emergency transport upon request.

Additional assistance is available by mutual aid from ambulance services located in the towns of Suffield, East Windsor, Windsor Locks, Somers, and Longmeadow, Massachusetts.

Additional ambulances beyond those units mentioned above can be requested through North-Central CMED.

Hospital and Medical Services

There are no hospitals in Enfield. Residents are provided hospital service by medical facilities located in other communities, there are 13 hospitals located within a 25-mile radius of Enfield. The two medical facilities closest to Enfield are **Johnson** Memorial Hospital in Stafford, and

Bay State Medical Center in Springfield, Massachusetts. Bay State Medical Center is a major trauma center.

A number of physicians practice medicine in Enfield. In addition, Home and Community Health Services has 4 per diem nurses and 12 home health aids.

Emergency Management

The Department of Emergency Management consists of an emergency management director, an emergency management assistant, P.I.O., and CERT liaison.

The Emergency Operations Center (EOC) is located at the Enfield Public Safety Complex (Police Headquarters). This facility is located at 293 Elm Street. Back EOC's are located at the Enfield Town Hall at 820 Enfield St, and at the N Thompsonville Fire Dept at 439 Enfield St.

Water Service

Two water companies primarily provide water: the Connecticut Water Company, and the Hazardville Water Company. These water companies provide water to approximately 41,000 residents.

In addition, there is a third, privately owned water company: The Shaker Heights Water Company. Its well and pump are located behind a residence on Pine Hill Road. It serves 48 households on Pine Hill Road, Lake Road, and Westview Drive. The company is owned and operated by the Slanetz Corporation of Enfield. The company draws its water from a private well.

The rest of the population utilizes private wells.

The entire public water system is composed of deep wells. There are no reservoirs feeding the system. Connecticut Water has four above ground storage tanks with a combined capacity of 6 million gallons. Hazardville Water Company has (3) above ground storage tanks with a combined capacity of 2 million gallons of potable water.

Sanitary Sewer Service

A municipal sewer system services approximately 90 percent of the residents of Enfield. The remaining 10 percent use private septic systems. The sewer plant, which is a secondary treatment plant, is located at 90 Parsons Road.

Prisons

Within close proximity is a security complex that consists of six (6) prisons operated by the State of Connecticut's Department of Corrections. Three of these correctional institutions are in Enfield. They are: the Carl Robinson Minimum Security Facility, Connecticut Correction Institute, a medium security prison, and the Willard Pre-Release Correctional Facility. All are located in the vicinity of Shaker Road, in the northeastern portion of Enfield.

The following facilities are located in Somers just across the town line: A maximum- security facility, a super-maximum security facility, and a sixth prison which is another minimum-security facility. The primary means of accessing all six prisons is from Shaker and Taylor Roads.

Telephone Utility

The telephone utility is the Frontier or Cox.

Electrical Power Utility

The electrical power service utility is the Eversource Electric.

Natural Gas Utility

The natural gas service utility is Eversource Gas.

Newspaper Coverage

There is one weekly newspaper in town, the Enfield Press. There are several daily newspapers located out-of-town, which cover activities in Enfield. They are the Hartford Courant and the Journal Inquirer, both of which are published in the area of Hartford, Connecticut, and the Union-News, which is published in Springfield, Massachusetts. Both the Hartford Courant and the Journal Inquirer have offices located in Enfield.

Radio Coverage

There is one radio stations located in Enfield. It is WACC (107.7 FM) and is affiliated with Asnuntuck Community College. An arrangement has been established with the Station Manager of WACC and the President of Asnuntuck Community College where the station will broadcast emergency announcements and information which specifically pertains to Enfield.

Additionally, the following radio stations provide local coverage: WTIC (96.5 FM and 1080 AM) and WDRC (102.9 FM and 1360 AM) are located in Hartford. WMAS (94.7 FM and 1450 AM), WKIX (97.9 FM) and WAQY (102.1) are all located in Springfield.

Television Coverage

Channels 3, 20, 22, 24, 30, 40,57, and 61 provide television coverage. Cox Cable, which is located in Enfield, services the area with public access and cable stations.

Starting in the autumn 2007, the Town of Enfield has been providing a government channel via Cox Cablevision. This is Channel 16, and allows for live telecasting from two locations at Town Hall: the Council Chambers, and the Enfield Room, which is a conference room located on Town Hall's lower level.

Emergency announcements can be provided via Enfield Television Channel 16.

Food and Drug Warehouses/ Commercial Facilities

There is one food warehouse, the Martin Brower Company, which is located on Moody Road. This facility serves as a storage and distribution center for MacDonald's restaurants.

There are several large food retail outlets and several drugstores and a drug warehouse. Facilities that are required to report storage of extremely hazardous substances per EPCRA are provided in Attachment T.

Gasoline Facilities

There is no bulk storage of gasoline in Enfield. Gasoline is available in approximately 24 stations. In addition, smaller quantities are available at the Stanley Jablonski Public Works Complex at 40 Moody Road.

The Public Safety Complex at 293 Elm Street has a 10,000 gallon gasoline fuel tank.

The Enfield Public Schools Department maintains one (1) 6,000 gallon tank of diesel fuel, and two (2) 6,000 gallon tanks of unleaded gasoline at the Smyth Bus Company, which is located at 25 Depot Hill Road.

Underground Gasoline, Natural Gas, and Jet Fuel Pipelines There are three underground pipelines running through Enfield.

The Mobil Oil Company maintains a gasoline transmission pipeline that runs northeast to southwest through town. In the early 1980's the line ceased operating and became inert. However, it is still intact.

Algonquin Gasline Transmission Company maintains a pipeline that carries natural gas to the Eversource Gas Service Company for domestic, commercial and industrial use. This line crosses the Connecticut River between from Agawam, Massachusetts to Longmeadow Massachusetts, and then runs south along the eastern bank of the Connecticut River where it terminates at the Eversource Gas Services Company's gate station on North River Street. At this location, Eversource Gas distributes the natural gas to customers for local use.

The third line is maintained by Jetline and carries jet fuel. This line runs parallel to the secondary railroad track in the eastern portion of Enfield. It begins at the port of New Haven on Long Island Sound and terminates at the Westover Air Force base in Chicopee, Massachusetts. This is a multi-purpose line and can carry JP-5, and home heating oil. It has a local distribution spur at the Troiano fuel oil tanks which are located on Moody Road, between Park Street and Taylor Road.

Additionally, this line is exposed over the Scantic River near Broad Brook Road (State Route 191). It is attached to the inactive railroad bridge which crosses the Scantic River near the 10 Water St complex.

Fuel Heating Oil

Quantities of heating fuel are available from Troiano Oil and Miller Oil.

Bottled Gas

Bottled gas is available from local suppliers located throughout Enfield.

Chlorine

Sodium hypochlorite (liquid chlorine') is stored at a water pump station owned by the Connecticut Water Company, which is located on Booth Road.

Liquid chlorine is stored at the Water Pollution Control Plant located on Parsons Road, the town-owned swimming pools at the Lamagna Neighborhood Activity Center on North Main Street. Other locations known to store liquid chlorine include swimming pools located at John F. Kennedy Middle School on Raffia Road and Fermi High School on North Maple Street. The Holiday Inn on Bright Meadow Boulevard and other various commercial facilities also store liquid chlorine.

The Hazardville Water Company stores 1500 gallons liquid chlorine at their Avery Way filtration plant. This is off of Queen St.

Ammonia

Ammonia gas is stored at a privately owned ice hockey facility located on Raffia Road.

Risk Analysis

Vulnerability to Disasters and Accidents

Enfield is vulnerable to many types of disasters including earthquakes, hurricanes, tornadoes, severe wind and ice storms, electrical storms, blizzards, flooding, chemical accidents, major structural fires, forest fires, weapons of mass destruction, and domestic terrorism. Aircraft and transportation accidents involving mass casualty incidents, radioactive material, flammable substances, and other hazardous materials are also possible.

The electric transmission line's are regarded as potentially hazardous. Failure of the electric transmission lines would be of great significance even if alternate routes for transmission of electric power remain in service due to the vulnerability of many of Enfield's frail and elderly residents. Loss of local electric distribution systems can occur in severe wind or ice storm conditions and would present possible life-threatening conditions to Enfield frail and elderly; and create great impact on Town resources and facilities to provide prolonged sheltering.

As the use and transportation of radioisotopes in Connecticut increases, the hazard of accident or incident also increases. The Enfield Emergency Operations Plan recognizes that radiological hazards can occur that will require the development of special skills in radiological monitoring by emergency personnel and of supporting systems and equipment to effectively confront this hazard.

The existence of nuclear weapons creates the potential for a nuclear accident/incident or enemy/terrorist attack. In a nuclear attack situation, Enfield is considered to be a "blast risk" area in accordance with the criteria outlined in the Federal Emergency Management Agency (FEMA) document NAPB-90 (Nuclear Attack Planning Base-90).

The Town of Enfield, through the town planner, regularly conducts Administrative Review Team meetings to review any project that falls under the various land-use codes and ordinances such as the Zoning Code and Wetlands Ordinance. Among the regular attendees to these sessions are the town planner, inland/wetlands officer, town engineer, building official, police traffic safety officer, health district inspector, and fire marshal from the applicable district.

These sessions serve as an excellent opportunity to identify potential hazard risks and to initiate site-specific emergency planning. Routinely conducted at these meetings are in depth reviews of proposed projects such as new buildings, sub-divisions, and modifications to existing facilities. Site designs and engineering plans are also reviewed to ascertain compliance with existing codes.

Interaction with the Connecticut Department of Emergency Management & Homeland Security (DEMHS)

During an emergency incident, Enfield is in the 34-town group comprising Area III of the DEMHS.

In anticipation of the need for reducing response times for assistance from agencies of the state government or the Connecticut National Guard, the Town of Enfield will inform the Area III office immediately of the nature of the developing emergency and the nature of assistance likely to be needed.

Communications with the Area III office at the State Armory in Hartford are available through the state Emergency Management (VHF) radio system from the town's communication center at the Public Safety Complex, telephone, fax, or computer.

Assistance by state agencies may be secured by requests to the Area III office, or through normal points of contact which operate on a daily basis to state agencies with operational jurisdictions serving Enfield. In either case, the Area III office will be kept continuously informed of steps taken to secure aid in major emergency situations.

Capitol Regional Emergency Preparedness Commission (CREPC)

Enfield is a charter member of CREPC, which is primarily a conglomeration of municipalities which was formed in 2001 under the auspices of the Capitol Region Council of Government (CRCOT) for the purpose of conducting emergency planning for incidents of a scale which require resources beyond an individual municipality's capability.

The mission of the Capitol Region Emergency Planning Committee (CREPC) is to protect the citizens of the member municipal governments from all types of natural and man-made disasters. Specifically, without limiting its purpose, the CREPC shall serve as the local emergency planning committee for hazardous materials for each member community.

CREPC serves as Enfield's LEPC.

Additionally, CREPC is responsible for maintaining the Regional 3 Region Emergency Support Plan, also known as the RESP Plan.

The RESP Plan can be activated through Central Connecticut State University (CCSU) by calling (860) 832-3477, or by calling "RICCS" on the Intercity radio frequency.

ASSUMPTIONS

The following assumptions with regard to disaster emergency situations may be made:

- An emergency or disaster (natural, man-made, mass casualty, technological, terrorist, nuclear or other military attack on the United States) can affect Enfield at any time.
- A hurricane, tornado, wind storm, electrical storm, severe ice and/or snow storm, blizzard, etc., affecting Enfield can cause widespread and prolonged loss of power, telephone service, and other utilities, and result in a major threat to government operations and the health and safety of the people in town.
- The resources normally available in Enfield will be severely stressed in responding to a major emergency and/or disaster. Outside assistance will most likely not be available, or of very limited availability. As a result, Enfield must anticipate having to sustain itself on its own with resources which my normally not be utilized. Some advance warning may be received in natural and man-made disasters. However; even with advanced warning, Enfield should anticipate NOT RECEIVING MUCH OUTSIDE ASSISTANCE.
- In an emergency and/or disaster simultaneously affecting other communities and/or the state, outside assistance will not be available. Therefore, local government will have to do the best it can with available resources to maximize the survival of people, prevent and/or minimize injuries and preserve property and resources in Enfield.
- Additionally, individual citizens must be prepared to sustain themselves for a period of time. As a result, citizens have been urged to prepare home emergency kits which contain non-perishable foods, bottled water, blankets, flashlights with extra batteries, and a battery powered radio.

ORGANIZATION

The Disaster Emergency Operations Chart of Organization is Attachment A of this plan.

Town Manager (Chief Executive Officer) Emergency Responsibilities The Town Manager is the Chief Executive Officer of Enfield. As Chief Executive Officer, the Town Manager has the responsibility to carry out emergency management activities to protect life and property within the town prior to and during any emergency or disaster. When the emergency or disaster exceeds the town government's capability to respond, the chief executive officer will request assistance from the state of Connecticut and the United States Government and other agencies if necessary.

Authority of the Town Manager

- The town manager of Enfield has direct control over all town departments, agencies and offices prescribed as in the Enfield Town Charter, and relevant state and federal laws concerning the authority of a municipal chief executive officer.
- The town manager has a cooperative relationship with agencies that are external to local government or are of a volunteer nature.

Role of the Director of Emergency Management (Emergency Program Manager)

The Director of Emergency Management advises the Town Manager on all emergency management matters and related laws, rules and regulations of Title 28 of the Connecticut General Statutes, the Federal Civil Defense Act of 1950, and the Federal Natural Disaster Relief Act of 1974. He/she develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. He/she will also assume the roll of Recovery Coordinator

The Director of Emergency Management is responsible for accomplishing all of the following emergency management functions:

- Emergency organization planning and management.
- Direction, control and warning.

- Population protection.
- Training and exercising.

As a staff person to the town manager, he/she will coordinate the activities of all emergency management forces of the town in handling an emergency.

Director of Public Safety

The Director of Public Safety is responsible for the Enfield Police Department, Emergency Medical Services, and Communications/911 Center. He is also responsible for maintaining liaison with the 5 independent fire departments.

During emergency incidents, the Director of Public Safety will be responsible for maintaining contact with the Town Manager, Emergency Management Director, and the heads of the respective department chiefs and directors for which he is responsible.

In accordance with the Incident Command System and Unified Command of the National Incident Management System, the Director of Public Safety may delegate operational control of police, EMS, 911/Communications, and fire activities to the respective department chiefs and directors, and their subordinates in order that both strategic and tactical objectives are achieved to mitigate the incident.

Emergency Management Forces (Civil Preparedness)

For the purpose of consistency the term emergency management director is used throughout this plan. It is synonymous with the title civil preparedness director.

For the purposes of clarification, Title 28, Chapter 517, Section 28-1e of the General Statutes of Connecticut states the following:

"Civil Preparedness Forces" means any organized personnel engaged in carrying out civil preparedness functions in accordance with the provisions of this chapter or any regulation or order there under. All the police and fire forces of the state or political subdivision of the state, or any part of any political subdivision, including all of the auxiliaries of these forces, shall be construed to be a part of the civil preparedness forces. Any member of the civil preparedness forces who is called upon either by civil preparedness personnel or

state or municipal police personnel to assist in any emergency shall be deemed to be engaging in civil preparedness duty while assisting in such emergency or while engaging in training under the auspices of the Office of Emergency Management or the state or municipal police department, for the purpose of eligibility for death, disability and injury benefits as provided in section 28-14.

CONCEPT OF OPERATIONS

Mitigation

Mitigation is the process of taking measures designed to reduce or minimize the effects of natural or man-made hazards. The town government realizes the need to carry out mitigation efforts for the following hazards:

- Hurricanes
- Blizzards
- Ice storms
- Floods
- Fires
- Power outages
- Hazardous material incidents/accidents
- Transportation accidents
- Mass casualties incidents
- Domestic terrorism/weapons incidents

As a result, Enfield has the following hazard reduction measures in place: ◦ Priority

for corrective and preventive action to mitigate selected hazards, ◦ Restrict

development in hazardous areas consistent with the degree of risk.

Promote fire prevention.

- Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.

- Encourage public safety efforts at all levels.
- Maintain a reserve stock of sandbags.

All hazards, shelter and evacuation annexes with pre-designated evacuation and shelter facilities.

- Training for all emergency responders in Incident Command System (ICS) and the National Incident Management System (NIMS).
- Citizen education on preparing for emergencies and disasters through home emergency kits, etc.
- Developing and maintain a cadre of emergency volunteers through CERT.
- Regional participation in emergency pre-planning through CREPC.

Monitoring the development of significant incidents, such as forthcoming blizzards, hurricanes, etc.

- Sending alerts and notices to emergency responders and critical agencies through an email network maintained by the Director of Emergency Management.
- Monitoring the National Homeland Security Threat Level.
- Mutual aid agreements with neighboring communities to share assistance and resources.
- A Radiological Protection Attachment outlining decontamination procedures and the availability of radiological instruments.

Promote professional development for emergency management and safety personnel.

- Determine foreign language needs of the population.
- The town maintains a separate Flood Hazard Mitigation Plan, which was adopted in 1999.

Increased Readiness Phase

The increased readiness phase is that period of time from receipt of the initial notification of a potential emergency to the onset of the emergency. All departments of the town of Enfield and supporting agencies will be alerted to the possibility of the impending disaster. The length of time in an increased readiness phase may vary from a few minutes to several weeks.

The following increased readiness actions should be undertaken as soon as possible:

- The town manager will call together such town department heads, other town officials and external agency representatives as deemed necessary in view of the nature of the emergency and will brief them on the situation.

Following the briefing, all department heads and other persons involved will review their responsibilities outlined in this Emergency Operations Plan.

- Department heads will brief their personnel and review with them their responsibilities assigned by this plan.
- The Emergency Operations Center (EOC) may be activated to an appropriate level and maintained on a stand-by basis pending further orders.
- All emergency equipment and resources will be checked.
- Personnel, equipment and resources will be readied for dispersal and where necessary, moved to appropriate locations on a stand-by basis according to the particular type of emergency.
- The emergency program manager will coordinate the inspection of all communications and auxiliary generating equipment to ensure its operating capability.
- News releases will be prepared for media to be used only when directed by the town manager and/or his designee. This may include notices being broadcasted by the radio station WACC (107.7 FM) and postings to the Town of Enfield web site at: www.enfield-ct.gov
- Preparations will be made to alert, if necessary, the entire population of Enfield, including organizations, agencies and/or groups serving the handicapped, elderly and non-English speaking residents.
- School officials, public and private, present at the briefing by the chief executive officer will take all necessary steps to safeguard the school population at any time that school is in session. The emergency program manager will alert Enfield institutions and agencies not represented at the briefing if deemed necessary by the town manager.

- In an emergency of a local nature, other communities with which mutual aid agreements exist will be alerted.
- If the possibility of a terrorist or nuclear attack is evident, training in shelter management and radiological monitoring will be accelerated based on directions received from the State of Connecticut.

During this phase the overall readiness of the EOC for operation on a 24-hour basis will be initiated as warranted.

Emergency Phase

The emergency phase is that period during which the emergency is occurring. Action will be taken immediately to evaluate the emergency, warn the town's population, and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community. Some of the emergency phase actions may have been performed during the increased readiness phase.

The following emergency actions should be undertaken as soon as possible:

- Immediately alert the public affected. Provide them with whatever guidance or instruction is required to respond to the emergency. Make certain that emergency information is disseminated in a manner that is understandable to foreign language groups that may be present in Enfield. This should include radio broadcasts by WACC (107.7 FM) and posting on the Town's web site (www.enfield-ct.gov).
- *EVERBRIDGE*® Notification Alerts - The Enfield Police Dispatchers have been trained to utilize the *EVERBRIDGE* notification system. As emergency conditions warrant, they can send notifications to citizens' home and mobile phones throughout the entire community, or selected portions of Enfield that may be impacted by the incident.
- Fully activate the EOC on a round-the-clock basis. Take appropriate steps for sustained operations and providing logistical support such as water, food, fuel, and sleeping facilities if the emergency requires them.
- Establish communications with the State Emergency Management Area III office, and municipalities with which mutual aid agreements are in effect, in addition to other agencies as needed utilizing WEBEOC.

- Conduct emergency operations in the most efficient and expeditious manner possible using all available personnel, equipment, fallout protection and other resources.
- Implement protective measures on protective action guides and other criteria consistent with the recommendations of the State Office of Emergency Management/Homeland Security, the US Department of Homeland Security, Environmental Protection Agency, the Nuclear Regulatory Commission, etc.

Recovery Phase

This recovery phase is that period immediately following the emergency when actions will be taken to restore the community to normal conditions to the greatest extent possible. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Some recovery actions may commence during the emergency phase.

In a hazardous materials/bioterrorism/nuclear emergency it may be necessary to precede all recovery operations with decontamination procedures, with the exception of urgent rescue operations.

The following emergency actions should be undertaken as soon as possible:

- Continue rescue operations. If a bio-terrorist/hazardous material/radioactive environment exists, ensure monitoring and decontamination is conducted whenever possible. Monitoring and decontamination should precede all other recovery operations.
- Provide medical assistance to the sick, injured, and chronically ill.
- Arrange for temporary shelter, housing, food and clothing where necessary with assistance of agencies.
- Provide transportation for people who are being relocated.
- Make complete evaluation of the situation, to include damage assessment and planning for restoration. Determine restoration priorities.

Certify buildings and/or areas as being safe for habitation.

- Commence restoration of Enfield following established priorities.
- Assist public utilities with prioritizing the restoration of services.

- Provide emergency mortuary services.

Maintain the EOC in operation until such time as emergency and recovery operations no longer require it.

- Provide for protection to maintain civil order, and to guard against looting and vandalism
- Clear major roadways and essential areas of debris to facilitate movement of people and equipment.
- Continue putting out any fires, rescues, assessing/transporting anyone requiring medical attention.
- Re-establish sanitation services.
- Establish and maintain a disaster inquiry center.
- Maintain facilities for the dissemination of information to the public.
- Arrange for financial/legal assistance where necessary to help residents and town government to recover from the disaster. This will be done in cooperation with state and federal agencies.
- Continue on-going documentation and record-keeping activities. This will become essential in the event there is an opportunity to seek financial reimbursement from the Federal and/or State governments, or other entities.
- Destroy contaminated food, drugs and other material.
- Local Commodity Distribution Point - Provide for a Local Commodity Distribution Point operation to be conducted at the Henry Barnard Elementary School, located at 27 Shaker Road, or other location based on the nature of the incident in accordance with guidelines established by the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS). This activity would distribute critical supplies to Enfield residents which

have been received from the State of Connecticut. Examples of these supplies are bottle water, Meals-Ready-To-Eat ("MRE's"), bagged ice and tarps.

PLAN ACTIVATION

The Emergency Operations Plan will be activated by the Enfield Town Manager or anyone legally administering this office. In local emergencies that have the potential of developing into a community-wide disaster, department heads or officials at the scene of the emergency will evaluate the situation and report to the Town Manager with recommendations for activation of the Emergency Operations Plan. Activation of the plan shall be substantially in the form outlined in Attachment H.

Upon receipt of information that an emergency or disaster has occurred or is imminent, the town manager will notify all town departments, agencies and emergency services of the situation and order such steps to be taken as appropriate for the emergency and in conformity with this plan. External agencies shall also be given appropriate notice of the emergency.

Direction and Control of Operations

As chief executive of the Town of Enfield, the Town Manager will exercise executive authority over all local emergency/disaster operations.

As the emergency situation requires, the Town Manager may make special assignments. Such assignments will end immediately upon termination of the emergency situation, or sooner if directed by the Town Manager. Under Title 28, Section 28-9 of Chapter 517, General Statutes of Connecticut, the governor has the power to supersede the local chief executive in state declared emergencies.

Operational Control and Direction of Emergency Forces

A distinction is made between (1) operational control and (2) direction of emergency forces.

Operational control consists of the functions of assignment of tasks, designation of objectives and priorities, and such other control necessary to accomplish the mission.

Direction of emergency forces is retained at all times by the appropriate authority and includes the authority to commit to, or withdraw from, emergency operations.

When Enfield emergency units are operationally engaged within the town boundaries, both operational control and direction of emergency forces are retained. When units are sent to another community, the authority at the scene of the operation exercises operational control, but direction is retained by local authority. Conversely, forces sent to the aid of Enfield, civil or military, come under operational control of the Enfield authority, but remain under direction of the parent agency.

CONTINUITY OF GOVERNMENT

In order to ensure continuity in operations of Enfield's town government during a period of emergency resulting from disaster (natural, man-made or nuclear), the following line of succession shall prevail:

- Town Manager
- Assistant Town Manager
- Director of Public Safety
- Chief of Police
- Town Attorney

During any period the town manager is unable to fulfill the duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) of the Enfield town manager. Departmental lines of succession shall be contained in each departmental attachment.

MISSION ASSIGNMENTS

Town Manager

The town manager, as chief executive officer of the Town of Enfield, is ultimately responsible for, but not limited to, the performance of the following functions under this plan:

- Control all emergency operations in locally declared disaster emergencies.
- Determine the need for and order protective actions (shelter, evacuation, etc.).
- Activate the Emergency Operations Plan and the EOC.

- Declare a local state of emergency.
- Terminate locally declared state of emergency.
- Coordinate with volunteer agencies, public utilities, and other organizations external to the Town of Enfield's government.
- Brief town council and department directors and support agencies on the nature and phase of imminent emergency situations,
- Designate a public information officer to handle and control all news and information issued by the Town of Enfield.
- Direct overall emergency operations.
- Coordinate recovery efforts such as establishing restoration priorities, plan for rebuilding of destroyed buildings, facilities, roads, highways, etc.
- Coordinate rescue efforts, care of the sick and injured, and the preservation of life.
- Establish a decision-making chain for authorizing emergency workers to incur hazardous material exposure in excess of the Environmental Protection Agency's general protective action guides during rescue and critical operations.
- Determine re-entry into the hazard area upon consultation with the director of Emergency Management, fire chief, police chief, and health director.

Town of Enfield Departments and Independent Fire Departments

All departments of the Town of Enfield and the five independent fire departments have the following common tasks:

- Report damage observations and other emergency information to the EOC.
- Develop a system for alerting, warning and mobilizing departmental personnel.
- Develop written guidance regarding emergency duties and responsibilities of departmental personnel.

- Provide operational and administrative support (food, fuel, etc.) to departmental personnel assigned duties related to the emergency and/or disaster.
- Interact with emergency management communications in the transmission of emergency information to and from the EOC.
- Protect records essential for continuing government functions.
- Interact with the Director of Emergency Management in pre-emergency training of departmental personnel in emergency management, NIMS/ICS, hazardous materials, and other related activities.
- Identify and create an inventory list of resources and equipment appropriate for use in special or critical facilities and in different types of emergencies and disaster situations.
- Develop procedures for the protection of essential personnel and equipment during an emergency.
- Maintain metering devices to be engaged during hazardous material incidents as applicable.
- Ensure that departmental personnel have made provisions (pre-emergency) for their families during emergency situations.
- Develop a departmental attachment to this operations plan, and update it as necessary, based on deficiencies identified through drills and exercises, changes in local government structure, and technological changes, etc.
- Support recovery operations.
- Directors of departments listed in Attachment A are responsible for designating and assigning a staff person to the EOC.
- Hazardous material and radiological monitoring of department personnel and reporting of data to the EOC.

All departments, offices and agencies not specifically assigned missions in this plan will be expected to provide support within their respective capabilities to the town government in the event of emergencies.

Director of Emergency Management

The director of Emergency Management is responsible for, but not limited to, the following functions:

- Evaluate the emergency and advise the town manager.
- Fulfill responsibilities and assignments during an incident while operating under the Incident Command System (ICS) and in accordance with the principles of the National Incident Management System (NIMS) and the National Response Plan.
- Coordinate staffing and manage EOC activities.
- Logistical support for food, water and other necessary resources for EOC and disaster site staff.
- Develop a system for alerting departments, agencies, and individuals who have assigned responsibilities to the plan.
- Maintain, coordinate and test primary and secondary warning and communication systems.
- Coordinate emergency transportation.
- If not at the EOC, respond to the incident command post and assist the Incident Commander in a liaison or other support/operation role as necessary.
- Identify and maintain a resource inventory list indicating source and quantity. The list shall include statements identifying additional emergency resource requirements for personnel, equipment and supplies.
- Coordinate external agency support operations to include voluntary donations and services.
- Direct volunteer emergency management units during incidents, such as the CERT.
- Maintain an emergency shelter plan that includes training of personnel.
- In a nuclear emergency, coordinating the sheltering of the population in available public fallout shelters, home shelters (basements) and other acceptable shelter facilities; and coordinating crisis relocation if the option is exercised.

- Identify facilities suitable as public shelters, including capacity, protection factor, and space allocation of at least 40 square feet per individual.
- Identify facilities (schools, churches, etc.) that are appropriate for short-term use as lodging and feeding facilities for evacuees not requiring shelter protection.
- Coordinate emergency management, hazardous material/radiological defense and shelter management training, including accelerated training in a crisis-building period.
- Coordinate regional (CREPC) and state assistance when necessary.
- Coordinate warning to hearing impaired and non-English speaking groups.
- Collection and display of damage assessment information in the EOC. Ensure disaster impact assessments are transmitted to the State Office of Emergency Management Area III office.
- Coordinate and/or participate in the development of Incident Action Plans (IAP). Modify the IAP as the incident evolves.
- Identify and correct plan deficiencies as determined during emergency operations; conduct post incident analysis.
- Maintain radio contact with the statewide disaster network.
- Provide personnel for staffing the emergency management position at the EOC on a continuous 24-hour basis.
- Assign hazardous material/radiological protection officers and disaster analysis staff to the EOC.
- Staff a report section in the EOC during emergency operations.
- Plan for potential impediments to evacuation, including contingency measures.
- Assign shelter teams in conjunction with the Red Cross.
- Coordinate the evacuation of handicapped, elderly, and institutionalized persons.
- Coordinate the use of expedient shelters after all designated facilities have been used.

- Arrange for and coordinate the management of reception centers and care facilities in conjunction with the Red Cross (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
- Manage Radiological Defense (RADEF) activities during emergency situations. Primary tasks include:
 - Prepare Emergency Public Information (EPI) materials that address survival tips for nuclear attack hazard.
 - Coordinate the training of people to perform Radiological Defense Officer (RDO), radiological monitor, shelter management, and weapons effects reporting duties.
 - Maintain an inventory list of available RADEF instruments.
 - Distribute RADEF instruments
 - Staff the EOC reports sections with RDO(s), recorder(s), analysts, and plotters, as appropriate during emergency situations.
 - Receive, display, and analyze weapons effects data from the weapons effects reporting network.
 - Advise the town manager on the emergency situation and recommend actions to protect the public (e.g, activation of public warning/alert system, evacuate risk area, activate shelters, request for state and federal assistance, etc.)
 - Prepare weapon damage assessment reports for submission to state or federal government as appropriate.
 - Develop and maintain attachments to the Emergency Operations Plan.

Emergency Management Attachments

The Emergency Management Attachments include, among others, the following (see "Table of Contents" for a complete list of required attachments):

- Direction and Control (Attachment O)

- Public Notification (Warning & Public Information), Evacuation, Transportation, and Sheltering (Attachment F)
- Major Transportation and Evacuation Routes (Attachment D) o Communications Plan (Attachment I)
- Incident Report Forms (Damage Assessment) (Attachment G)
- Tactics for Handling Hazardous Material and Radiological Emergencies (Attachment J)

Director of Public Safety

The Director of Public Safety is responsible for oversight of the following disciplines:

- Police Department.
- Communications-Dispatch Center (Public Safety Answering Point - PSAP).
- Emergency Medical Service.
- Fire Service.

The Director of Public Safety reports to the Town Manager.

During emergency operations, the Director of Public Safety will be assigned specific duties by the Town Manager. These may consist of, but not be limited to:

- Monitoring police, fire, and EMS field operations and assignments.
- Conducting field assessments.
- Maintaining liaison with members of the Town Council- o Provide recommendations to the Town Manager.
- Serve as back-up to the Public Information Officer (PIO), which is the Director of Human Resources.

Chief of Police

The responsibilities of the Chief of Police are to:

- Establish procedures to control and manage the operation of Enfield law enforcement personnel and law enforcement organizations from other communities or the state that may be requested to respond to a disaster situation.

- Provide a senior supervisor to the incident command post to work with the Incident Commander and/or become part of a Unified Command.
- Receive and relay all official alerts and warning to the Town Manager and other appropriate officials.
- Traffic control during an emergency or disaster.
- Be familiar with and operate under ICS/NIMS, and be prepared to be part of an incident's Unified Command.
- Supervise operations of all police auxiliaries & explorers.
- Security and protection of property in disaster and other affected areas.
- Control access of unauthorized persons and provide security in emergency areas.
- During an emergency protect prisoners incarcerated by Enfield police; relocate such prisoners as necessary.
- Assist in the evacuation and in the movement of people to shelters or relocation areas when necessary.
- Provide personnel for staffing the Enfield Police Department position at the EOC.
- Security and law enforcement in reception centers, lodging and feeding facilities, emergency shelters, and relocation areas.
- Identify and maintain a critical resources inventory list indicating source and quantity.
- Provide security for vital installations, facilities, and resources.
- Limit access to evacuation area during response and recovery operations.
- Support evacuation of disaster area during emergency operations.
- Arrange for the removal of bombs and/or explosives.
- Arrange for the relief of law enforcement personnel during an incident, and provide logistical support to them as required such as food, water, etc.

- Perform other appropriate emergency response duties as may be assigned by the town manager.
- Develop a departmental attachment to this operations plan, and update it as necessary based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc.
- Maintain liaison.

For detailed organization, duties and responsibilities of the Police Department, see Attachment P - Police Department.

Director of Emergency Medical Services (EMS)

Responsibilities for the Director of EMS are to:

- Establish direction and control procedures for operational control of EMS forces from both Enfield and other agencies that may be summoned to a major incident.
- Assume responsibility for the medical care, treatment, and transportation of all victims.
- Implement Enfield's Mass Casualty Incident (MCI) Plan.
- Interact personally, or assign an EMS supervisor to work with the Incident Commander.
- Be prepared to be part of an Incident's Unified Command.
- Train EMS personnel in ICS/NIMS.
- Responsible for amending and updating the Town's MCI Plan.
- Personally participate or assign a representative to be part of the EOC.
- Perform other appropriate emergency response duties as may be assigned by the Town Manager.

Chiefs of Fire Departments

Responsibilities of the Fire Chiefs of the Enfield, North Thompsonville, Thompsonville, Shaker Pines, and Hazardville Fire Departments are to:

- Establish direction and control procedures for operational control of fire and rescue forces of other jurisdictions or the state that may be summoned, and any supporting force's at scenes of emergency.
- Serve as incident commander for hazardous material incidents.
- Provide fire protection in emergency shelters and relocation areas.

Operational control of search and rescue operations.

- Confined space rescue operations.
- Assist Enfield EMS with emergency medical services.
- Emergency pumping operations in flooding conditions.
- Assist with maintenance of water supply.
- Maintain hazardous material detection and self-protection devices. Establish procedures for hazardous material/radiological decontamination of response personnel and civilians, equipment, instruments, and supplies.
- Assist with debris cleanup.
- Assist police in traffic control if not engaged in fire fighting.
- Identify and maintain a critical resources inventory list.
- Provide advice on hazards associated with hazardous materials.
- Provide disaster effects monitoring and reports for all hazards encountered.
- Alert all emergency support services of the dangers associated with technological hazards and fire during emergency operations. The incident commander may issue evacuation orders as permitted by law.
- Provide vehicle for forward command post if needed.
- Assist in the dissemination of warnings to the public.

- Perform other appropriate emergency response duties as may be requested by the town manager.
- Provide a fire service representative at the EOC.
- Develop departmental attachment to this operations plan, and update it as necessary based on deficiencies identified through drill, exercises, changes in local government structure, technological changes, etc.

For detailed organization, duties and responsibilities of the Fire Departments, see Attachment Q - Fire Departments.

Fire Marshals

Responsibilities of the Fire Marshals are to:

- Enforce laws concerning the safe storage, use and transportation of flammable liquids, explosives and hazardous materials and chemicals.
- Determine cause and origin of all fire related emergencies.
- Investigate all reports of fire hazards.
- Make all decisions necessary for the prevention of fire and the elimination of hazards in all buildings and installations.
- Determine the safe occupancy load of all buildings and structures.
- Assume jurisdiction from handling agency when incident is over, investigating cause and origin of incident, and making final determination as to public safety.
- Coordinate with the police and bomb squad.
- Assist building and health officials in assessing damage to building if requested.
-

Director of Public Works

The responsibilities of the director of Public Works are to:

- Clear debris from streets, roads, bridges, and public facilities.
- Provide back-up electrical power to the EOC.

- Prepare and maintain a resource list that identifies source, location and availability of earth-moving equipment, dump trucks, road graders, fuel, etc. that could be used to support disaster response/recovery operations, and include on-hand resources and outside sources.
- Assist utilities with maintenance of water pressure to all areas of Enfield and ensuring potable water supply during an emergency.
- Maintain emergency lights, heat, and repair to critical town buildings.
- Sanitation services during emergencies and disasters.
- Provide advisory and supervisory personnel for inspection, shoring and demolition of damaged structures. Conduct demolitions when directed.
- Protect water supply from effects of hazardous materials incidents under the direction of the incident commander.
- Secure and maintain a stock of sandbags for emergency/disaster situations.
- Coordinate private contractors, equipment, supplies and manpower.
- Support rescue operations under the direction of the incident commander.
- Support radiological and hazardous material decontamination.
- Assist public utilities in restoration of service, when directed.
- Notify the EOC of detours, road closing, and conditions of highways.
- Provide personnel and equipment, dirt, sand, etc, if needed to reinforce shelters and the EOC.
- Refuel and repair emergency vehicles; respond to vehicles with mechanical problems during evacuations.
- Assign a Public Works representative to the EOC.
- Perform other appropriate emergency response duties as maybe assigned by the town manager.

- Develop a departmental attachment to the operations plan, and update it as necessary.
- Provide information pertaining to underground systems to emergency services.
- Furnish physical layout maps to emergency services, o Inspect public facilities.
- Perform other appropriate emergency response duties as maybe assigned by the town manager and/or the director of Public Works.

For detailed organization, duties and responsibilities of the Department of Public Works, see Attachment R - Public Works.

Building Official

The building official's responsibilities are to:

- Assess damage/impact.
- Inspect structural damage.
- Condemn and post unsafe structures; advising the EOC of actions taken, o Provide advisory and supervisory personnel for inspection, shoring and demolition of damaged structures.
- Issue permits for temporary structures and monitor emergency construction in safe condition.

Supervisor of Recreation

Responsibilities of the supervisor of Recreation are to:

Serves as an emergency shelter manager.

- Supervises shelter workers.
- Providing or arranging for recreation programs for people during extended emergencies.
- Perform other appropriate emergency response duties as may be assigned by the town manager.

Health Director (North Central Connecticut Health District)

Responsibilities of the health director are to:

- Inspect food, water and other materials suspected of contamination by sewage, chemicals, radioactive material, fire effects or other health threatening agents, in cooperation with the State Department of Public Health.
- Provide proper sanitation, health and medical care at emergency shelters, congregate care facilities, reception and relocation centers.
- Obtain medical and health personnel to augment existing staffing.
- Identify sources of medical equipment and supplies during emergency operations. Provide assistance to the Fire and Police Departments' emergency medical service operations as warranted.
- Provide immunizations for the prevention of disease, if warranted.
- Responsible for overall operation pertaining to mass immunization of the population and pandemic illness through a regional clinic at Asnuntuck Community College.
- Determine radiation levels and refer for treatment and care for contaminated or exposed individuals, including decontamination (in cooperation with the fire departments).
- Identify medical facilities that have the capability to decontaminate injured individuals that have been radiological or chemically contaminated.
- Expand mortuary services in an emergency or disaster in cooperation with local funeral homes and the State Medical Examiner's Office and working with other agencies to acquire the use of refrigerated trucks and containers.
- Identify hospitals, nursing homes and other facilities that can be expanded into emergency treatment centers for disaster victims.
- Reduce the patient population in hospitals in cooperation with local hospitals and the State Department of Public Health, nursing homes and other health care facilities if evacuation is necessary; provide for the medical care of those that cannot be evacuated.

- Establish and operate emergency medical care with local hospitals in cooperation with health care facilities and the EMS network, for essential workers in the disaster area following the evacuation of the general population.
- Obtain emergency medical support and hospital care during and after an emergency.
- Track patients injured during the emergency situation in cooperation with the EMS network, area hospitals and health care facilities.
- Distribute drugs, vaccines, etc. to shelters.
- Assume responsibility to establish and operate a Point Of Distribution (POD) center in the event of a pandemic incident in accordance with State directives.
- Assume responsibility to establish and operate a Mass Immunization center in the event of a pandemic incident in accordance with State directives.
- Perform other appropriate emergency response duties as may be assigned by the town manager.

Enfield Public Schools

Responsibilities of the Enfield Public Schools System are to:

- Prepare John F. Kennedy Middle School as the town's primary emergency shelter. Assist in shelter operations.
- Provide effective emergency evacuation procedures for use in natural, man-made, and threats of disaster.
- Disseminate procedures to be followed by students, parents, and school personnel during emergencies.
- Provide access to school buildings during emergencies when school is not in session.
- Prepare additional school facilities as emergency shelters, based on the nature of the emergency and the situation.

- Assist by providing facilities for emergency medical care or emergency feeding.
- Provide school buses to assist with emergency evacuation operations after student needs have been met.
- Provide a representative to the EOC upon request from the town manager.
- Perform other appropriate emergency response duties as may be requested by the town manager.
- Utilize Henry Barnard Elementary School on Shaker Road as the Town's Local Commodity Distribution Point in the event the State of Connecticut brings life- sustaining commodities to Enfield for residents to receive.

Director of Social Services

The Director of Social Services is responsible to:

- Manage all Town-wide emergency sheltering operations.
- Coordinate emergency social services.
- Maintain liaison with the American Red Cross, the School Department, CERT, and other agencies responsible for providing sheltering.
- Assist with emergency evacuations through Dial-A-Ride busses.
- Assist with emergency lodging as required for small incidents.
- Assist with emergency feeding.
- Coordinate emergency clothing.
- Assist with sheltering of children.
- Coordinate religious services.
- Assist with the distribution of emergency food supplies.
- Coordinate services of organized groups (both public and private) such as the Red Cross, Salvation Army, Boy Scouts, Girl Scouts, church groups, etc.

- Assist other departments and agencies with available resources in emergency situations.
- Perform other appropriate emergency response duties as may be assigned by the town manager
- Assist emergency responders and their families during prolonged incidents where the responders may be away from their families for extended periods of time.
- Coordinate with the Red Cross the services of organized groups (both public and private) such as the Salvation Army and volunteers.

For detailed organization, duties and responsibilities of the Social Services Department, see Attachment S - Social Services.

Director of Development Services

The Director of Development Services primary responsibility will be to:

- Maintain communication with Enfield's substantial business community and provide additional support to municipal operations as required.

Town Clerk

The Town Clerk is responsible to:

- Maintain and present official and statistical records related to the emergency or disaster.
- Perform other appropriate emergency response duties as may be assigned by the town manager.

Town Attorney

The Town Attorney is responsible to:

- Provide legal counsel to the town manager, town council, and other town officials as necessary.
- Interpret emergency legislation (town, state, and federal)

Director of Finance

The Director of Finance is responsible to:

- Authorize and keep records for the emergency procurement of food, equipment, clothing, medical supplies, fuel and other related emergency materials.
- Perform all fiscal activities within the town.
- Establish fiscal procedures for emergency operations.
- Regulate the disbursement of funds.
- Maintain records of emergency fund disbursements for post-emergency purposes.
- Assist all town departments to continue with their routine functions as much as possible during emergency situations.
- Perform other appropriate emergency response duties as may be assigned by the town manager.

Emergency Public Information System

The Emergency Public Information System (EPIS) provides for the dissemination of official emergency information to the public. It also provides emergency instructions and information to support agencies and state agencies for coordination purposes. Information will be released from a designated location, such as the EOC, by the public information officer (PIO) to assure accuracy and reduce miscommunication.

The Town of Enfield participates in the State of Connecticut Emergency Notification System, more commonly known as the "Everbridge System." Notification to citizens in Enfield would be initiated by Enfield dispatchers who have been trained by the State of Connecticut.

In addition to commercial radio and television broadcasts, the Enfield-based college radio station for Asnuntuck Community College will be used for specific information for Enfield. The radio station is WACC and is at 107.7 FM.

Also utilized is the Town of Enfield television station, known at "E-TV," which is on Channel 16 of Cox Communications' network for Enfield. E-TV has a scrolling banner, known as "Chy-Alert" which can post emergency notices. Enfield Emergency Communication Dispatchers have been trained to operate "Chy-Alert" on E-TV. E-TV's broadcast studio is located at the Enfield Town Hall.

Also, information will be posted on the Town of Enfield's web site: www.enfield-ct.gov

This will be particularly helpful during the post incident phase when follow-up information will be disseminated to residents.

Public Information Officer

The Emergency Management Public Information Officer (PIO) will be the Director of Human Resources. The PIO's responsibilities are to:

- Coordinate with the media to disseminate official information to the public, including appropriate protective actions to be taken and cooperation required.
- Establish a point of contact for the media and the general public.
- Provide evacuation instructions to the public.
- Interact with Federal, State, regional PIO's and other media representatives in accordance with the National Response Plan (NRP) and NIMS.
- Act as a clearinghouse for the release of information to the public and the news media by town departments, agencies and offices.
- Clear information with the Town Manger before releasing it to the media.
- Disseminate materials for the visually impaired and non-English speaking people.
- Authenticate all sources of information received and verify for accuracy in order to reduce miscommunication and confusion.
- Establish an office or phone bank for informing the public on who to contact regarding missing persons, shelters, emergency services and restricted areas.

- Prepare emergency public information guidance materials based on all hazards affecting Enfield and instructions for self-help or first aid actions. Such materials include pamphlets, flyers, magazines, posters, etc.
- Provide instructions for coordinating with state, federal, or private sector agencies to obtain technical information for release to the public and media.
- Maintain an accurate list of all media sources available to disseminate emergency public information. This list can be found in Attachment L.
- Perform other appropriate emergency response duties as may be assigned by the town manager.

SUPPORT

The government of the Town of Enfield is responsible for the protection and safety of all people and properties within its boundaries to the limits of town resources. Mutual aid agreements in effect at the time of the emergency will be utilized if feasible.

Emergency operations will be carried out principally with local units, supported by state forces and, as available and needed, by military forces. Support may be requested from:

- State Police
- Regional Communications (I-COMM Team)
- Amateur Radio Operators (RACES)
- American Red Cross
- Salvation Army
- Veterans Organizations
- Civil Air Patrol
- Visiting Nurses Association
- Service Organizations
- CREPC
- CERT

Volunteer organizations can assist in whatever manner is best suited to their respective capabilities. These organizations can be given mission-type assignments and remain utilized to the greatest extent possible in performing emergency functions under the direction of their own supervision, coordinated by the director of Emergency Management.

The Area III Office of State Emergency Management will support Town of Enfield emergency operations to the extent of its capabilities. The federal government may render support to the Town of Enfield depending upon the circumstances and nature of the disaster.

Support Defined

Support means those organizations or groups that can be called upon for assistance principally when added personnel or specialized services are needed during an emergency. These organizations tend to respond as a unit and have the ability to carry out mission-type assignments under their own supervision with personnel and equipment.

Support Organizations

Community Emergency Response Team (CERT)

Enfield has a CERT Team of approximately 20 members. These individuals have undergone basic training in a number of areas to include American Red Cross Shelter Worker.

The primary mission of Enfield CERT is to provide critical support during emergency incidents in order to allow emergency responders to conduct their primary responsibilities.

In accordance with both Federal and State directives, Enfield CERT falls under the direction of the Enfield Director of Emergency Management, who has responsibility for Enfield CERT activities.

American Red Cross

The American Red Cross, as an independent voluntary agency, in cooperation with town and local governments, will provide the Red Cross disaster relief in keeping with its mission statement and its disaster plan. The Red Cross will function either cooperatively or unilaterally with its own supervision.

It should be anticipated that in the event of a large scale incident, especially one which impacts the state or region that the Red Cross will NOT be available to assist Enfield.

Enfield is part of the Charter Oak Chapter of the American Red Cross. Their office is located at:

209 Farmington Avenue
Farmington, Connecticut 06032
24-hour telephone: (860)6782830
Fax: (860) 678-2832

Mission Statement of the American Red Cross. The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Disaster relief assistance will include emergency mass care and assistance for individuals with urgent and verified disaster-caused needs. It is provided to:

- Sustain human life.
- Reduce the harsh physical and emotional distress that prevents those affected by disasters from meeting their own basic needs.
- Promote the recovery of those affected by disasters when such relief assistance is not available from other sources.

The American Red Cross services not specifically defined below may be addressed on a case-by-case basis.

Mass Care

Provide shelter facilities, fixed, and mobile food services to those affected by disasters and emergency workers in the disaster area.

- May provide for bulk distribution of supplies and commodities to people affected by the disaster.

Disaster Health Services

- Provide for the delivery of the American Red Cross health services in the Red Cross facilities on a disaster relief operation.
- Arrange for emergency and/or additional assistance in meeting individual or family health needs.

- Provide health services staff in the Red Cross shelters.

Disaster Mental Health Services

- Provide for the delivery of mental health services on a disaster relief operation.
- Collaborate with local community mental health providers in ensuring that appropriate human and material resources are available to meet the emergency and/or long-term emotional needs of the affected individuals, families and communities.

Disaster Welfare Inquiry

- Provide response to inquiries from immediate family members outside a disaster area about the health and well being of individuals and families within a disaster area.
- Collect information about such persons as it becomes available to facilitate reunification services within the affected area.

Family Service

- Provide emergency relief assistance to affected individuals and families.
- Refer persons affected by the disaster to the resources of government and/or nongovernmental agencies on a case-by-case basis.
- Assistance is based on urgent, verified, disaster-caused needs.
- Participate in unmet needs committee after the disaster.

Damage Assessment

- Assess the size, scope and geographical boundaries of a disaster area. The Red Cross workers must have access to affected area.
- Determine the level of damage to dwellings within the affected areas.
- Develop and distribute statistical data related to the effects of a disaster and demographics of the affected population.

Blood and Blood Products

- Hospitals will have access to blood and blood products as per existing agreements with the American Red Cross Blood Services - Connecticut Region.

Government Liaison

The American Red Cross will coordinate its relief activities with federal, state, and local

authorities and government units through designated Red Cross government liaisons.

Advocacy/Mitigation

The American Red Cross will advocate effective federal, state, and local government programs that will meet the recovery needs of disaster victims. It will also advocate programs and legislation that may mitigate future disaster damage and loss of life.

Exclusions

All American Red Cross disaster relief assistance is based on the premise that those affected by disasters are ultimately responsible for their own recovery. Disaster relief assistance will be provided in a uniform fashion using nationwide standards. However, disaster relief assistance will not include:

- Transportation of disaster victims and non-Red Cross emergency workers.
- Shelter for people who, due to medical or mental health conditions, are unable to care for themselves. The health of the community is the responsibility of the local public health authority. Red Cross shelters must not be used for people evacuating from hospitals, nursing homes, assisted living and other situations requiring medical attention.
- Shelter for animals other than service animals.
- Decontamination of victims or emergency workers.
- Services in areas that have been deemed unsafe.
- Assignment of dollar figures to damages.

Reference

The Congressional Mandate - U.S. Congress, act of January 5, 1905, as amended, 36 U.S.C.

Red Cross Disaster Services Program 3000 Series,

Disaster Relief Act of 1974 (P.L.93-288).

State of Connecticut Laws - Title 28, Chapter 517 of the Connecticut General Statutes.

Aviation Disaster Family Assistance Act of 1996.

Federal Family Assistance Plan for Aviation Disasters (April 9, 1997). o Red Cross/State of

Connecticut Agreement.

Red Cross/Town Agreement.

Salvation Army

Emergency service phone numbers:

860-565-5907

860-654-5501

The Neighborhood Services Department can also be contacted for this service: 253-6398

A voluntary organization, the Salvation Army would hopefully be able to support local government as follows:

- Provide, within limitations of its resources, the following services as needed or requested:
- Mobile canteen services.
- Emergency feeding services and shelter in Salvation Army or other facilities.
- Collection and distribution of food, clothing and other supplies.
- Counseling and morale building services.
- Assist with registration, identification and collateral services.
- Provide personnel with specialized skills, such as language interpreters and social workers.
- Work with disaster assistance teams to take aid programs to victims not able to report to assistance center.
- Abide by the decisions of the town manager concerning the coordination of volunteer organizations to render assistance to disaster victims.
- Provide radiological monitoring for Salvation Army personnel and persons under their care, and reporting data to the EOC.

- Provide a representative to the EOC at the request of the town manager.

Service Organizations

Volunteers from service organizations may be asked to perform the following tasks:

- Operate telephones and take messages.
- Serve as volunteer workers in emergency shelters.
- Assist with the care of children and the ill or injured.
- Assist with physically handicapped.
- Assist in preparation and distribution of food.
- Assist with distribution of clothing.

Public Utilities

The public utilities serving the Town of Enfield are Northeast Utilities' Eversource Electric, Eversource Gas, Frontier Telephone, Cox Cable (cable television) Connecticut Water Company, and the Hazardville Water Company. These utilities will be expected to:

- Eversource Electric has identified a municipal liaison to the Town of Enfield. Upon request from Enfield, this municipal liaison will respond to the Enfield EOC.
- Upon request from the town manager, assign qualified individuals to serve as liaisons for their respective companies at the EOC.
- Determine priorities for service restoration as established through mutual understanding between the town manager and the utility companies involved.
- Keep the town manager informed of damage assessments, and the progress of repairs.

Emergency Medical Services

Emergency medical service (EMS) operations are the responsibility of Enfield Emergency Management. Their responsibilities include:

- Provide qualified medical personnel at the disaster site or on standby status.
- Establish and operate triage area, coordinate patient care, and transportation to hospitals with mutual aid ambulances.
- Provide person to function as EMS officer at the incident command post.
- Maintain proper supplies and equipment to handle mass casualties.
- Provide an EMS representative to the EOC to maintain casualty information, and update the town manager and the PIO on a frequent basis.
- Assist the health director and emergency shelter managers in caring for sick and injured sheltered.
- Transport and care of individuals from the emergency site to medical facilities.
- Assist with the transportation for handicapped and elderly persons in institutions during evacuations.
- Provide radiological monitoring for EMS personnel and persons under their care, and report data to the EOC.

DIRECTION AND CONTROL

Emergency Operations Center

The Emergency Operations Center (EOC) for the Town of Enfield is located at the Public Safety Complex at 293 Elm Street. This will be the control center from which all emergency operations will be coordinated. It is where emergency information is collected, analyzed, displayed and reported to EOC personnel, field units and the state government.

There are presently two alternate EOCs:

The first will be the Enfield Room, which is located in the lower level of the Enfield Town Hall. This is due to the presence of the Town's computer and telephone systems and forthcoming television station (Channel 16), which can provide live-feeds during an emergency. The television station is expected to be operational during Summer 2007.

The second alternate EOC is the North Thompsonville Fire Department at 439 Enfield Street. However, it should be noted that based on the situation, the Town Manager may request one of the fire chiefs to establish an alternate EOC in the communications center of a fire station.

During emergency incidents, direction and control may be established at the incident site rather than the EOC. The EOC will be prepared for operations, partially staffed and stand by for further activation if required. During these incidents, the EOC will be available to provide support to the incident commander at the Incident Command Post.

The director of Emergency Management will ensure that a copy of the Emergency Operations Plan is available for immediate use at the EOC.

Staffing of the EOC will be established by the director of Emergency Management, subject to the approval of the town manager. Staffing and shifts may vary in accordance with the time elements and the nature of the emergency. In the event that temporary assignments are necessary, those temporarily assigned will be relieved as soon as regular members of the staff are available.

As much as possible, assignments within the EOC will attempt to mirror the Incident Command System's basic components of:

- Command
- Operations
- Planning
- Logistics
- Finance

Sleeping and feeding arrangements will be made in the EOC if it is to be manned on a 24- hour basis and little or no relief in staffing anticipated.

Attachment B - Emergency Operations Center provides detailed information on the EOC.

On-scene Direction and Control (Incident Commander)

Enfield emergency operations are conducted under the Incident Command System (ICS), in accordance with the National Response Plan and NIMS. Initially, an incident may have a single, Incident Commander. However, based on the nature of the incident in size, complexity, or scope, a Unified Command may be implemented at the incident scene which could involve principal officers from Fire, Police, EMS, or other relevant agencies.

The incident commander who exercises on-scene direction and control in the event of an emergency in Enfield will be the fire chief or senior fire officer of the fire district in which the incident occurs.

The chief of police or senior police officer present will exercise same direction and control of all law enforcement emergencies.

The incident commander can order the evacuation of people in immediate danger, such as a neighborhood surrounding a chemical spill. However, the town manager must be notified of such action at the earliest moment possible through the public safety dispatchers and the Enfield Police Department's established notification (chain-of-command) procedures. The town manager or his designee must issue other evacuation orders.

The incident commander retains overall direction and control authority for on-scene management regarding state or federal resources and advisory personnel. This authority extends to staging areas and access routes, and includes operational control authority over such forces within the community.

The Mobile Communications Vehicle - (MCV-4) and/or the Mobile Command Vehicle (Command 1) will respond to the scene of major incidents at the request of the Incident Commander. Command 1 serves as the incident command post. The vehicles will respond with a dispatcher who will operate the radios. If the IC deems it necessary, other communications assets are available (Comms vehicles/radio personnel) through CRCOG.

SPECIAL REQUIREMENTS

Plan Distribution

Upon completion and approval of this plan by the town manager and State Emergency Management, the director of Emergency Management shall have this plan duplicated in sufficient quantity to provide necessary town departments and support agencies with copies.

Plan Maintenance

This plan will be updated by the director of Emergency Management for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, technological changes, etc. Minor changes shall be accumulated and made with major

changes. If no major changes occur and there are no minor changes to be made, the State Office of Emergency Management and all holders of the plan will be notified in writing.

Departmental Attachments and Updates

It shall be the responsibility of each department having "assignment of responsibilities" herein to prepare an attachment to this plan in coordination with the director of Emergency Management for approval by the town manager.

All changes to the plan will be distributed by the director of Emergency Management to all departments, agencies and individuals who have received copies of the plan.

Disaster Emergency Records

Each town department, agency, office, etc. is required to keep accurate records and logs of all actions taken during emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise must be accounted for by receipts and written records in detail.

The Enfield Town Clerk is responsible for overall records management, and there is a fulltime Records Manager. All inquiries regarding the disposition of records and assistance with their management, storage, retention period, and destruction must first be directed to the Records Manager.

Emergency Management Program

The Emergency Management Program for the Town of Enfield shall be developed and maintained in accordance with current federal, state and local emergency management requirements.

Exercise Requirements

The Emergency Operations Plan will be exercised in accordance with federal, state, and local emergency management requirements. Detailed information can be found in Attachment M - Schedules and Methods for Testing and Updating the Emergency Operations Plan.

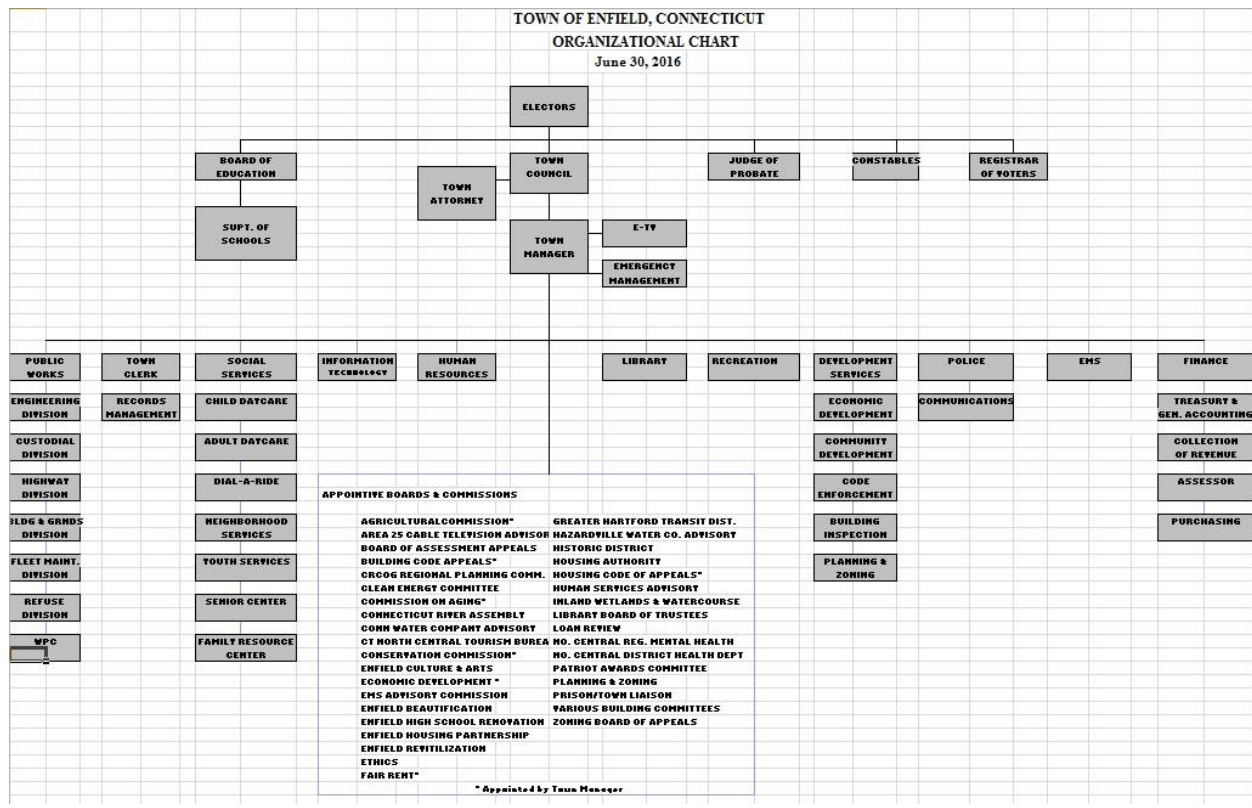
PROMULGATION

It is intended that this plan conform to the terms and conditions of Title 28, Chapter 517, of the General Statutes of Connecticut as amended, the State of Connecticut Emergency Operations Plan, and such Federal Acts and Regulations as may be applicable.

This Emergency Operations Plan for the Town of Enfield will become effective upon signing by the town manager as the chief executive officer of Enfield, Connecticut. When approved, this plan will supersede any and all previously written and approved plans for the handling of emergency management or disaster emergencies of any kind whatsoever, including the Town of Enfield Local Emergency Response Plan - Hazardous Materials.

TOWN OF ENFIELD

TABLE OF ORGANIZATION



TOWN OF ENFIELD, CONNECTICUT
ORGANIZATION CHART

EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) is located at the Public Safety Complex (police headquarters), which is at 293 Elm Street.

There are two alternate EOC's. One is located in the Enfield Room, which is located at the Enfield Town Hall at 820 Enfield Street. This location has the Town's computer and telephone system, plus the future government-controlled television station (Channel 16).

The second alternate EOC is the North Thompsonville Fire Department at 439 Enfield Street. However, the town manager may request that the communications center (radio room) in one of the other fire stations be utilized as an EOC based on the situation.

All three EOC's have generators to provide back-up power.

Should an incident occur, any of these locations may be accessed as the Command Center. Both locations are equipped with emergency power, and telephone equipment.

Both the Public Safety Complex and the fire station have extensive radio communications equipment. Town Hall has some radio communication capabilities. This system would have to be supplemented with portable and mobile radios.

The Director of Emergency Management or Iris designee is in charge of the EOC.

The responsibilities of the EOC are but are not limited to:

- Maintain communication.
 - Provide support.
 - Gather information.
-
- Contact and coordinate agencies and personnel whose services are required.

EOC Activation

Since the EOC is physically located at the Public Safety Complex, it is always in a state of semi-readiness. In the event information is received of a significant incident that is either occurring or imminent, additional personnel will be contacted to assume sectors of responsibility. Examples of such incidents include, but are not limited to:

Hazardous material spill/accident.

- Major fire,
- Prison disturbance.

Reports of severe weather approaching (hurricane, severe thunderstorm)
Acts of terrorism.

The EOC could also be activated during events which may not necessarily reflect a disaster, such as visiting dignitaries, where it may be necessary to have emergency services standby.

Upon receipt of pertinent information concerning an incident occurring or imminent, and after the initial emergency response units have been dispatched (if necessary), the dispatcher will contact the on-duty police supervisor to relay the necessary information. Based on the nature of the incident, and its significance, the director of Emergency Management will be contacted through the Police Department's established notification (chain-of-command) procedures. The decision to initiate such notification will be made by either the incident commander, or the senior police supervisor on-duty.

The decision to activate the EOC will be made by the following:

- Town Manager.
- Emergency Management Director.
- The senior police supervisor present in town (i.e., police chief, deputy police chief, police captain, etc.).
- Director of Emergency Medical Services.
- One of the 5 Fire Chiefs, or Senior Fire Officer present at an incident.
- Director of Public Safety

In addition, the incident commander may request that tire EOC be activated, based on his/her assessment of the situation.

Staffing of the EOC

Based on the nature of the incident, the EOC can be either partially or fully activated. In the event of a partial activation, tire following may be considered to be a core of personnel necessary to staff the EOC:

- Emergency Management Director
- Police representative
- EMS representative
- Fire representative

- Public Works Representative
- Public information officer
- Dispatcher from the Communications Center
- HAM Radio Operator - preferably from Enfield CERT
- Enfield CERT member trained to serve as the EOC Scribe.

Additional personnel who could be contacted to staff the EOC may consist of representatives from the following:

- School Department
- Social Services
- Red Cross
- Eversource Electric
- Health District
- Water Company (Connecticut Water/Hazardville Water)
- Eversource Gas

Finance Department

EOC Organization

Consistent with the principals of the National Incident Management System and the Incident Command System, the EOC will be organized in a manner consistent with the Incident Command System whenever possible. The core assignments within the EOC will be based on the following functions:

Command
Operations
Planning
Logistics
Finance

These functions will be staffed by the pre-designated agency representatives to the EOC. As a result,, it is possible that the Fire and DPW representatives may be working together to handle the Logistics function, while the Police and EMS representatives handle the planning function.

The purpose to achieve this functional perspective is to attempt and mirror the assignments being accomplished to manage the incident scene.

Town Manager/Chief Executive Officer

The chief executive officer for the Town of Enfield is the town manager.

Director of Emergency Management

The Assistant Town Manager serves as Director of Emergency Management, unless the Town Manager wishes to assume this function. This is to provide flexibility for the town manager to serve as the town's chief executive officer.

Director of Public Safety

The Director of Public Safety is responsible for the Department of Police, Emergency Medical Services, the 5 Fire Departments and the Communications/911 Center. During an EOC activation, it is anticipated that he will delegate operational responsibilities of these agencies to the respective department chiefs/directors and subordinates, along with their EOC representatives.

Throughout the incident and EOC activation, the Director of Public Safety, will situate himself with the Town Manager in a manner where he can optimally assess the situation and the activities of these departments, while also provide recommendations.

Town Attorney

Throughout the incident and EOC activation, the Town Attorney may be requested to respond and situate himself with the Town Manager in a manner where he can optimally assess the situation and provide legal recommendations.

Police Representative

The Chief of Police will serve as the police representative. He/she may delegate this responsibility to either the deputy police chief or one of the two police captains. Additional police command personnel may be assigned responsibilities at the discretion of the chief of police.

Fire Service Representative

The Enfield Fire Chiefs' Association shall appoint an individual to serve as the fire service's representative from the EOC.

EMS Representative

The EMS Chief or his designee will serve as EMS representative.

Public Works Representative

The director of Public Works or the deputy director of Public Works shall serve as Public Works representative. Additional Public Works management personnel may be assigned responsibilities at the discretion of the director of Public Works.

Social Services Representative

Either the director of Social Services or the deputy director shall serve as Social Services representative.

Health District Representative

The first available individual from the Health District personnel shall serve in this capacity.

Other Agencies

Based on the nature and evolution of the incident, other agencies may be requested to send a representative to the EOC. These agencies could be from the State and/or Federal governments, the private business section or non-profit sector.

American Red Cross

A representative of the American Red Cross may be available to staff the EOC if the emergency is localized. If the emergency affects a number of communities the American Red Cross will have a town liaison available at their headquarters in Farmington that will be available to assist with the communities requests.

Eversource Electric

Eversource's Municipal Liaison to Enfield will send as their representative to the EOC upon request from the police. The police dispatcher has their emergency contact number. This individual serves as a communication conduit from Enfield to Eversource's district operations center in Tolland. He does not have any operational authority or the ability to directly communicate to the field crews assigned to Enfield.

Eversource Gas

Eversource Gas will send a representative to the EOC upon request from the police. The dispatcher has their emergency contact number.

Connecticut Water Company

The assistant region manager of Operations shall serve as the primary contact person. The dispatcher has their emergency contact number.

Hazardville Water Company

The company manager or assistant manager shall serve as the primary contact person. The dispatcher has their emergency contact number.

Public Information Officer (PIO)

The Director of Human Resources' will serve as the PIO. She will be the primary contact person between the EOC and the media and serve under the direction of the Town Manager. All media briefings will be conducted at the Public Safety Complex, but in an area distant from the EOC.

EOC Operation Considerations:

- During an incident when the EOC is activated, the EOC or Enfield Emergency Communications (a.k.a. Dispatch) will announce on the radio the name and department of the on-scene Incident Commander ("IC") to all relevant emergency response and management disciplines.
- If the EOC is activated along with the Capitol Region Coordination Center (RCC) in Manchester for a large-scale incident, Enfield EOC will consider requesting a liaison from the RCC to be physically assigned to the Enfield EOC to assist with the coordination of resources and operations.
- All Departments/disciplines previously identified in this attachment are to plan on having a primary and back-up representative assigned to the EOC. These agencies should review their notification procedures to ensure that during emergencies, their representative(s) has been informed that the EOC has been activated and they are responding.
- Where possible, the individual agency/discipline representatives will maintain a status log of the units from their discipline who have been committed to an incident, and who are available for future deployment.

- If there is a prolonged incident where further assistance is required to manage the event, then the Capitol Region Incident Management Team (IMT) can be requested through the RCC. The CT DEMHS Region 3 Coordinator must be informed of this development.
- As soon as possible, the EOC will attempt to develop a short-term incident action plan which follows the "SMEAC" format:

Situation

Mission

Execution

Administration & Logistics

Coordination and Communication

RISK ANALYSIS

A map illustrating potential chemical hazards and sensitive areas which may be affected by an accidental release was developed as part of the town's risk analysis. It is located at the EOC. The base map designates all roadways within the town. Three acetate overlays were prepared and contain the following information.

Overlay #1

- Major transportation/evacuation routes
- Rivers, lakes, and
streams °
Facilities

Overlay #2 » Schools

- Elderly housing and nursing homes
- Emergency shelters
- Hotels and motels
® Medical
facilities
- Utilities
- Day cares and
nursery schools °

- Water supplies,
wells, and tanks
- Pipelines
- Fire stations
- State prisons
-

Overlay #3

- Fire districts
- Major shopping
centers o
Industrial areas
- Aquifer recharge areas

Water Aquifer

The Town of Enfield is located in the Connecticut River Valley. With the exception of a small area west of Elm Street, the town is situated above a major aquifer. This aquifer supplies the town with its drinking water and is a major concern since contamination of this water supply, as a result of an accidental release, could affect a majority of the population of Enfield.

Flooding

Flooding of the Connecticut River is also a concern. The river runs from north to south along the western border of town. A railroad track parallels it on its eastern bank.

Many facilities are located along the river, being conveniently located near the railway transport system and Interstate 91, north and south. Should flooding occur, and a hazardous material is released, areas east of the river could be significantly affected. Within 2 miles of the river are many sensitive areas such as shopping malls, an

industrial park, homes for the elderly, schools, churches, day care centers, and residential areas.

Additionally, as attested by the heavy rains and flooding experienced in October 2005, it is possible localized flooding to simultaneously occur in a number of locations due to small streams and storm drainage systems becoming overwhelmed.

In particular, sensitive locations are:

- Meadowlark Road/Pearl Street Extension, Yale Drive neighborhood from Beeman's Brook.
- O'Hear Avenue, Lynch Terrace, John Street from Freshwater Brook due to a reduction of the brook's depth where it flows under Enfield Street (Route 5). ◦ Cottage Road from Shaker Lake.
- The Enfield Shopping Center Mall parking area and perimeter road which is located between Elm Street (Route 220) and Hazard Avenue (Route 190) and the surrounding streets of Cranbrook Boulevard, Freshwater Boulevard, and Palomba Drive. This can be attributed to the shallowing of Freshwater Brook where it flows under Enfield Street (Route 5) and the drainage culverts which run under 1-91.

Transportation Accidents

Transportation accidents, particularly those that may occur on 1-91, the Amtrak/Conrail line, and air traffic accidents from activity generated by Bradley International Airport, are potential sources for the release of chemical hazards.

Wind Patterns

In the event that a hazardous substance is released into the environment, the prevailing wind patterns must be considered. Generally, the prevailing wind direction is from west

to east.

Security Incidents

Due to the presence of three prison facilities within the Town of Enfield, and three just across the border in Somers, Enfield is susceptible to both prison disturbances and prisoner escapes. Prison disturbances could be either peaceful or violent. Prisoner escapes have historically proven to involve a relatively small number of individuals.

Both types of incidents have proven to be disruptive of the lives of those individuals who work and reside within the community. During such incidents, the State of Connecticut Department of Corrections is responsible for operations. However, town resources are available, and have historically been used based on the Department of Corrections' needs.

Terrorism

Security assessments with the State Office of Homeland Security indicate that Enfield does not possess any significant, high-risk targets for international terrorism. It's proximity to Bradley International Airport may reflect some potential impact in the event of a terrorist incident or homeland security alert that specifically impact the aviation industry.

Additionally, 1-91 may be viewed as a potential traffic way for resources to be deployed for an incident since it does serve as a direct connector to Canada; and an indirect connector to Boston via 1-90, and to New York City via 1-95, and/or 11-84.

The following sections of this chapter on risk analysis describe potential hazards for each of the five fire districts which are located within Enfield.

Fire District One - Enfield Fire Department

Fire District One is located in the southwest corner of Enfield.

The Amtrak railroad and Connecticut River run along its western border, and 1-91 lies directly to the east.

There are many sensitive areas in this district.

An industrial park and a shopping center are located near the northern border. There are

many clusters of highly populated areas which include residential neighborhoods, homes for the elderly, schools, church, and day care centers located to the east and west of 1-91.

Facilities are located near the river and within close proximity to 1-91. Flooding from the Connecticut River may contribute to the accidental releases of a hazardous material as well as interfere with emergency response procedures. Since the river flows from the north, accidental releases from facilities upstream may affect this district.

The Meadowlark Road neighborhood previously referenced is also in this fire district. It is susceptible to localized flooding from Beeman's Brook.

Transportation accidents throughout Enfield, especially those that occur on 1-91, are a potential source for a hazardous release. Many highly populated areas are located along 1-91 such as shopping malls, an industrial park, and residential housing. If a release occurs on the Interstate and a toxic substance becomes airborne, areas to the east may be affected. Railway accidents may affect similar areas since the railroad runs parallel to 1-91. In both cases, flooding from the Connecticut River may play an integral part in an accidental release and the emergency response operation.

The Water Pollution Control Plant, which uses chlorine gas as part of its water purification process, is located between the river and the railroad and is a potential source for a hazardous material release. Should a release occur, highly sensitive adjacent areas such as elderly and residential housing which are located east of the facility could be affected due to the prevailing wind's easterly direction. Among the facilities located in this area are: Enfield High School and Enfield Street Elementary School which are both located on Route 5, St. Bernard's West Campus at 232 Pearl Street, and the Little Sisters of the Poor Convalescent/Day Care facility which is located on Route 5 between Post Road and Post Office Road.

The Solid Waste/Recycling Transfer Station for the town is located on Town Farm Road.

Another sensitive location where ammonia gas is stored is the ice skating rink located on Raffia Road. Neighboring activities to this facility include John F. Kennedy Middle School to the southeast, churches, single-family and multi-family housing of various densities which surround the structure. Raffia Road is a major local street with a predominate orientation of north and south.

There is an underground pipeline which rims through this district. Mobil's underground gasoline pipeline runs through the center of the district, through one of Enfield's densely populated areas. At present, this line is inert with no plan to reactivate. However, in the event it is activated in the future the potential risk exists for a rupture in this line could significantly affect the health and safety of a large number of people in this area.

Within this district is the Enfield High School, which is located at the southern end of Route 5. The facility serves as a town backup emergency evacuation center since it has a generator and other features to support this function.

Additionally, located on Route 5, opposite Spier Avenue and Riverdale Sheet is the Parkway Pavilion Nursing Home, hi the event it is necessary to evacuate residents from this facility, the Enfield High School gymnasium will serve as its shelter.

Fire District Two - Thompsonville Fire Department Fire

District Two is located directly north of Fire District One.

The highest concentrations of sensitive areas in this district are located in the area west of I- 91, and east of the Connecticut River. The district's fire station is located in this area. So is the Amtrak railway line.

Within this fire district lies the community of Thompsonville, which presents an environment unique to Enfield, particularly the area west of 1-91, south of the Massachusetts border (which includes a portion of the North Thompsonville Fire District No. 10), east of the Connecticut River, and north of Route 190.

The Thompsonville District consists of a large number of high-density, multi-family dwellings. Many of the residential and commercial structures were constructed at the turn of the century and have small yards with little or no space available for off-street parking. Many of the streets in this area are narrow. Trees, telephone poles, and many buildings are located close to the sheet and sidewalk. During severe windstorms it is possible for streets to be blocked with downed trees and wires. Both buildings and vehicles are susceptible to damage from falling debris.

Located within Thompsonville is the Bigelow Commons Apartment Complex. Formerly the site of a carpet factory, this facility occupies an area of 25 acres. It is bordered by Main Street to the south, the Amtrak railroad tracks to the west, Whitworth Street to the north, and Prospect Street to the east. Just beyond the railroad tracks are North River

Street and the Connecticut River. The oldest buildings in the complex were constructed during the 1860's

and 1870's. The newest structures were built around the 1920's. This facility was renovated by a private developer in 1989-90, and now has 471 apartments which average 1.75 people per dwelling unit. The complex also has 110,000 square feet of commercial office space. There is an indoor swimming pool at the complex and pool chemicals are stored in the building basement.

The Amtrak railway runs parallel to the Connecticut River. The river serves as the district's western border. Several facilities are located along these transportation routes. Residential areas could be affected by an airborne toxicant due to the easterly direction of the prevailing winds. Flooding from the Connecticut River may contribute to a release of a hazardous material or interfere with emergency response procedures.

The Algonquin Pipeline also runs along the Connecticut River and is within close proximity to several sensitive institutions and two facilities. These are Dow Mechanical Corporation, and Esquire Gas. Esquire Gas is located on Spring Street, and store minor chemicals, such as carbon dioxide. Dow Mechanical is located on North River Street, and is currently an inactive facility.

The Algonquin pipeline carries natural gas for stoves and heating. It terminates at the Eversource Gas Plant which is located on North River Street where the gas pressure is reduced and distributed for local consumption. This pipeline passes along two residential areas, and is in close proximity to a sewer pump station which is located on North River Street. A release due to a rupture in this line, occurring close to Northeast Utilities or the sewer pump station, could be compromised by hazardous materials stored at these facilities.

The Angelo D. Lamagna Neighborhood Activity Center on North Main St has an outdoor swimming pool and stores liquid chlorine at this location.

Public Works' Buildings & Grounds Division garage is located at 52 Prospect Street. This location has fertilizer and other chemicals stored on site.

In addition, planes using the flight patterns for Bradley International Airport cross directly over this portion of Thompsonville.

Shopping centers are located in the area east of 1-91, and along the southern border.

The inert Mobil' gasoline pipeline runs through the eastern portion of the district. It is within close proximity to the Public Safety Complex on Elm Street where emergency personnel, vehicles, equipment, supplies and the EOC are located.

The Town of Enfield's Department of Public Works is located on Moody Road, at the eastern boundary of the Thompsonville Fire District. This facility stores gasoline, bulk oil, and batteries.

Fire District Three - Hazardville Fire Department

Fire District Three is located in the southeast corner of Enfield.

The Scantic River flows through the center of this district from East to Southwest.

The inert Mobil gasoline pipeline runs along the western border and is located within close proximity of the Scantic River and several water supply wells.

Buckeye's Jet-line fuel transmission pipeline runs parallel to the railroad line in the eastern portion of the district. This pipeline passes through residential and industrial areas. It is exposed where it crosses the Scantic River in the vicinity of Broad Brook Road. The pipeline is attached to a railroad bridge which is presently inactive.

Both of these pipelines pass through water aquifer recharge areas. As a result, they pose a potential threat to the town's water supply.

Hazardous material releases could occur in this district as the result of a rupture in these pipelines, or a roadway, or an earthquake. The impact of such releases could be compounded by the location of the industrial area on Moody Road, which is part of an aquifer recharge area. A residential section located to the south of the industrial area may also be at risk.

Flooding from the Scantic River may cause, or contribute to, an accidental release and affect emergency response procedures.

A release of airborne toxicant in districts to the west could also affect this district.

Located on Moody Road is Troiano's which has bulk storage facilities for No. 2 fuel oil. Buckeye's Jet-line pipeline has a feeder spur to these tanks.

Located on Route 190, near the Scantic River, the abandoned railroad line and East of Water Street is Springborn Laboratories & the Powder Hollow Brewery. These facilities maintain a large number of diverse chemicals, many of which are hazardous.

At the intersection of North Maple Street and Moody Road is Fermi High School. Approximately one-half mile south of this facility on North Maple Sheet is the Hazardville Elementary School.

On Elm Sheet, south of Moody Road is the Public Safety Complex, where the Police Department and the Dispatch Center for Police, Fire, and EMS; as well as the Emergency Operations Center are located.

Fire District Ten - North Thompsonville Fire Department

Fire District Ten is located in the northwest corner of Enfield.

The Connecticut River, the Amtrak railroad, and 1-91 run along the district's western border.

The Algonquin pipeline runs along the western border of this district. A rupture in this line could affect residential areas.

There are facilities located in close proximity to sensitive institutions and residential and aquifer recharge areas.

The Holiday Inn Hotel is located off of Route 5, and on Bright Meadow Boulevard, which is the northern portion of this district. This is near Exit 49 of 1-91. The hotel has six (6) floors, and 130 rooms.

Also on Bright Meadow Boulevard is the Mass Mutual office complex which consists of 3 buildings. There are presently almost 2,000 employees at this site, with a capacity for an additional 279 personnel.

Also on this site is a 6-story open-air parking garage which is 435,000 square feet. Tire garage has 1,453 parking spaces. The building has a dry standpipe system for fire protection. However, because it is an unheated, open-air structure, it does not have sprinklers.

Adjacent to the garage is a helipad for corporate use.

Finally, there is a child day care facility on tire site. It is located in a separate building.

Mass Mutual maintains strict controls on accessing the site. There are guard shacks and gates at the end of Bright Meadow Boulevard, and an extensive television security system is in place.

The Connecticut Water Company owns a pump station in this district. It is located on Booth Road. The facility stores liquid chlorine.

Located on Brainard Road are two schools. One is the Prudence Crandall Elementary School. The second is Saint Martha's Parochial Elementary School.

Fire District Five - Shaker Pines Fire Department

Fire District Five is located in the northeast corner of Enfield.

Partially located in this district is a security complex which consists of six (6) prisons operated by the State of Connecticut's Department of Corrections. Three of these correctional institutions are in Enfield. They are: The Carl Robinson Minimum Security Facility, Enfield Correction Institute, a medium security prison, and the Willard/Cybulski Pre-Release Correctional Facility. All are located in the vicinity of Shaker and Taylor Roads, in the northeastern portion of Enfield.

The following facilities are located in Somers just across the town line: A maximum-security facility, a super-maximum security facility, and a sixth prison which is another minimum-security facility.

The Shaker Pines Fire Department would be the first fire department to respond to a fire at a correctional facility. Mutual Aid from Hazardville & Somers Fire Depts can be made at the Incident Commanders request.

It should be noted that in 2005 an inmate was executed by the State of Connecticut at the maximum-security facility in Somers. This was the first public execution in New England in over 40 years. As a result, the event was the subject of a number of public gatherings both in opposition and support of the death penalty, plus extensive media coverage.

The only public access to this facility is through Enfield. As a result, it should be anticipated any future public executions will continue to generate widespread public interest, plus extensive media coverage.

Also located in this district is WinStanley Corp, which has a major distribution facility at 25 Bacon Road.

LEGO Toy Systems has a 600,000 square office center on Print Shop Road, which is located off of Moody Road..

LEGO Toy Systems also operates a child day care center for its employees. This facility is located at the corner of Moody Road and Taylor Road.

Advanced Auto has a 425,000 square foot distribution center. This facility is located at 300 Shaker Road. It stores auto & truck parts, and has various chemicals in storage..

Mobil and Jetline pipelines run through the district. They are located in close proximity to Shaker Pines Lake, Crescent Lake, the fire station, and two industrial areas.

An inactive railroad freight line runs through the center of the district. It is presently being restored. Transportation accidents on this line could affect two industrial areas, Crescent Lake, the State Prison, and the Jetline pipeline.

Located in the town of East Longmeadow, Massachusetts is Bay State Gas, which is on Denslow Road. This facility stores 300,000 gallons of propane. It is located within close proximity to the border of the fire districts for East Longmeadow, Massachusetts; Longmeadow, Massachusetts; and Shaker Pines.

MAJOR TRANSPORTATION & EVACUATION ROUTES

Abbe Road

Brainard Road

Broad Brook Road

Charnley Rd

Elm Street

Freshwater Boulevard

Geo. Washington Road

Hazard Avenue

Interstate 91 (1-91)

Middle Road

Moody Road

North Maple Street

North Street

Old King Street

Oliver Road

Palomba Drive

Park Street

Parsons Road

Phoenix Avenue

Post Office Road

Post Road

Powder Hill Road

Prior Road

Raffia Road

Route 5 - Enfield Street Route 5 - King Street Shaker Road

Simon Road

Somers Road

South Maple Street

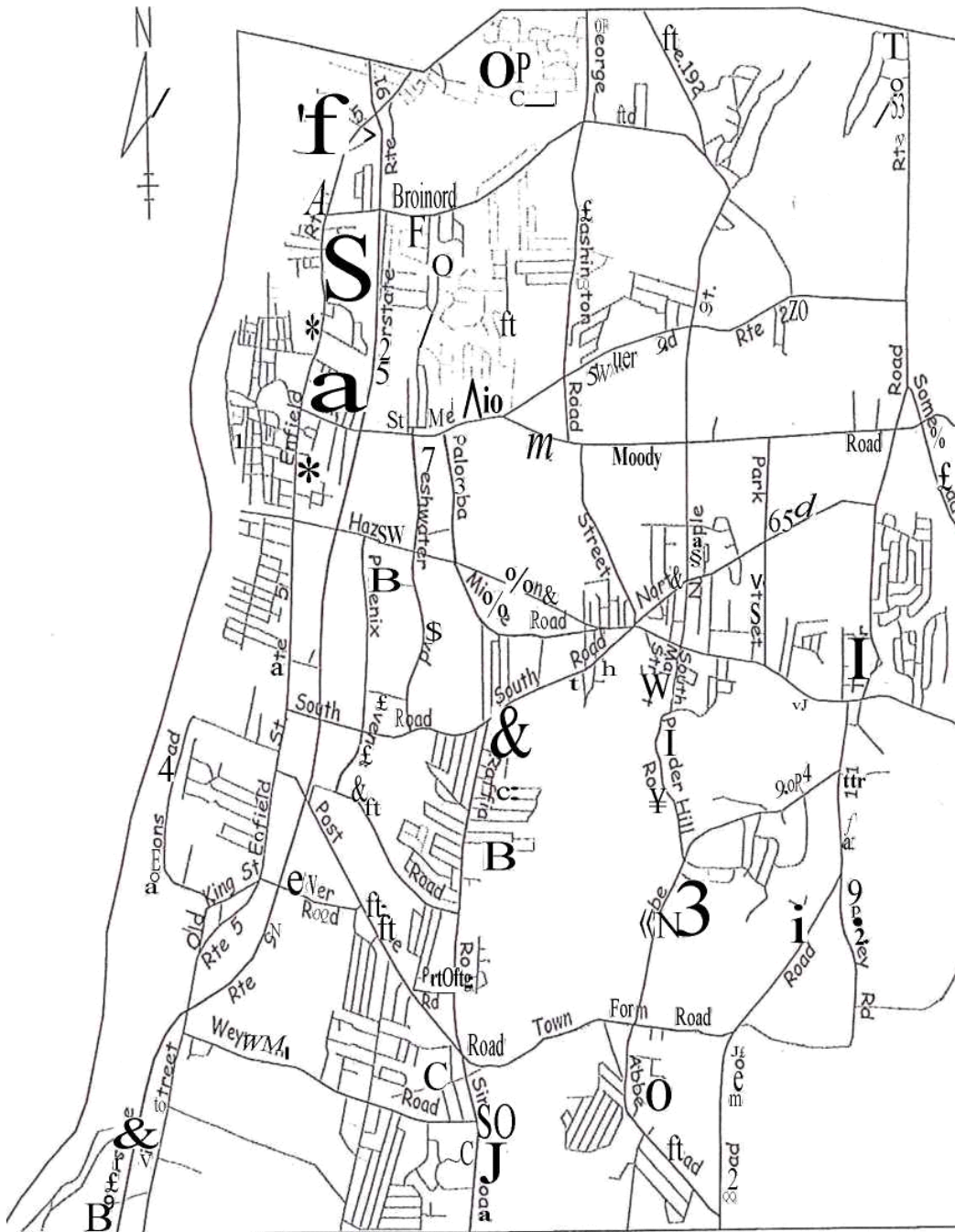
South Road

Taylor Road

Town Farm Road

Weymouth Road

TO Of ENFiO



MAP DIRECTORY

Algonquin Gas Transmission Co.

1284 Soldiers Field Road Boston, MA 02135 24-Hr. Dispatch: 1-800-726-8383 Hot Line: 1-888-266-3853 Hot Line: (617)254-4050 Map Symbol#: 81 Quadrant #: 4-13

Apostolic Church

1 Shaker Hill Road Enfield, CT 06082 749-6678 Map Symbol #: 5 Quadrant#: 80

Apple Tree Learning Center (Child Day Care)

115-A Elm Street Enfield, CT 06082 745-8361

Map Symbol #: 16 Quadrant#: 43

Asnuntuck Community College

170 Elm Street Enfield, CT 06082

253-3000

Map Symbol #: 19

Quadrant #: 57

Bahai Faith of Enfield

23 Cloud Street Enfield, CT 06082 763-1063 Map Symbol #: 23 Quadrant #: 111

Blair Manor Nursing Home

612 Hazard Avenue Enfield, CT 06082 749-8388 Map Symbol #:

Quadrant #:

Bright Horizons Child Day Care

5 Bright Meadow Blvd Enfield, CT 06082 741-6648 Map Symbol #:

Quadrant #:

Buckeye Pipe Line Company

Emmaus, pA 18049-0368 24-Hr. Emergency: 1-800-331-4115 Map Symbol #:

Quadrant #:

Calvaiv Christian Childhood Center

1518 King Street Enfield, CT 06082 745-6508

Map Symbol #: 50 Quadrant#: 17

Calvaiv Presbyterian Church

1518 King Street Enfield, CT 06082 745-5211

Map Symbol #: 50 Quadrant#: 17

Connecticut Water Company - Thompsonville Pump Station

Enfield Street Enfield, CT 06082 1-800-286-5700 Map Symbol #: 2 Quadrant#: 35

Connecticut Water Company - O'Bready Well, Elm Street

Enfield, CT 06082 1-800-286-5700 Map Symbol #: 28 Quadrant#: 75

Connecticut Water Company - Powder Hollow Wells

Enfield, CT 06082 1-800-286-5700 Map Symbol #: 42 Quadrant#: 84

Connecticut Water Company - Spring Lots Wells/Booth Road

Enfield, CT 06082 1-800-286-5700 Map Symbol #: 2 Quadrant#: 35/59

Connecticut Water Company - Brainard Road Tanks

Brainard Road Enfield, CT 06082 1-800-286-5700 Map Symbol #: 4 Quadrant#: 77

Connecticut Water Company - Enfield Tanks

350 Enfield Street Enfield, CT 06082 1-800-286-5700 Map Symbol #: 25 Quadrant#: 20

Cox Communications

5 Niblick Road Enfield, CT 06082 1-888-344-5560 Map Symbol#: 38 Quadrant#: 55

Country Day School

980 Enfield Street Enfield, CT 06082 745-2632 Map Symbol #: 18 Quadrant#: 25

Dow Gage Corporation

33 North River Street Enfield, CT 06082 (413) 781-0677 Berlin, CT: (860) 828-2450
Map Symbol #: 3 Quadrant#: 7

Eli Lilly Company

150 Freshwater Boulevard Enfield, CT 06082 (317)276-2000 741-0761
Map Symbol#: 19 Quadrant#: 56

Eli Whitney School

94 Middle Road Enfield, CT 06082 763-7540
Map Symbol #: 40 Quadrant#: 74

Ella Grasso Elderly Housing

25 Central Street Enfield, CT 06082 Map Symbol #: 15 Quadrant#: 25

Enfield American Baptist Church

129 Post Office Road Enfield, CT 06082 745-4190
Map Symbol #: 53 Quadrant#: 53

Enfield Christian School

182 Broad Brook Road
Enfield, CT 06082
749-5545
Map Symbol #: 56
Quadrant#: 103

Enfield Congregational Church

1295 Enfield Street
Enfield, CT 06082
745-3646

Map Symbol#: 36
Quadrant#: 46

Town of Enfield Child Development Center

117 Post Office Rd
Enfield, CT 06082
763-7003

Enfield Street School

1318 Enfield Street
Enfield, CT 06082
253-6565
Map Symbol#: 35
Quadrant#: 19

Enfield Terrace Elderly Housing

Enfield Terrace

Enfield, CT 06082
Map Symbol #: 34
Quadrant#: 46

Esquire Gas

156 Spring Street
Enfield, CT 06082
(413)567-3745

Town of Enfield Family Resource Center

110 High Street
Enfield, CT 06082
253-5214

(413) 478-9691
745-2477
Map Symbol #: 5
Quadrant#: 21

Enfield Fire Station # 1

200 Phoenix Avenue
Enfield, CT 06082
745-1878
Map Symbol #: 69
Quadrant#: 19

Faith Baptist Church

182 Broad Brook Road
Enfield, CT 06082
749-8888
Map Symbol #: 56
Quadrant#: 103

Enfield Fire Station # 2

199 Weymouth Road
Enfield, CT 06082
741-3114
Map Symbol #: 82
Quadrant#: 69

Former Fermi High School

124 North Maple Street
Enfield, CT 06082
763-8800
Map Symbol #: 20
Quadrant#: 82

Enfield High School

1264 Enfield Street
Enfield, CT 06082
253-5540
Map Symbol #: 33
Quadrant#: 19

First Baptist Church

253 Brainard Road
Enfield, CT 06082
745.0158
Map Symbol #: 3
Quadrant#: 62

Happy Time Preschool

133 Post Office Road Enfield, CT 06082 745-3278
Map Symbol #: 53 Quadrant#: 53

Hazardville Day Care (Child Day Care)

359 Hazard Avenue Enfield, CT 06082 749-6615 Map Symbol #:
Quadrant #:

Hazardville Water Company 281 Hazard Avenue Enfield, CT 06082 749-0779

Map Symbol #: 47 Quadrant#: 47

Hazardville Water Company - South Maple Well

South Maple Street Enfield, CT 06082 749-0779
Map Symbol#: 70 Quadrant#: 84

Hazardville Fire Station

385 Hazard Avenue Enfield, CT 06082 749-8344 Map Symbol #: 71 Quadrant#: 92

Hazardville Memorial School

68 North Maple Street Enfield, CT 06082 .763-7500 Map Symbol #: 30 Quadrant #:83

Hazardville United Methodist Church

330 Hazard Avenue Enfield, CT 06082 749-7098

Map Symbol #: 43 Quadrant#: 83

Hazardville Water Company - Bucken Road Well & Tank Bucken Road

Enfield, CT 06082 749-0779

Map Symbol #: 68 Quadrant#: 111

Hazardville Water Company - Tobey Well

Town Fann Road Enfield, CT 06082 749-0779

Map Symbol#: 62 Quadrant #: 86

Hazardville Water Company - Scitico Wells

Hazard Avenue Enfield, CT 06082 749-0779 Map Symbol#: 72 Quadrant#: 110

Hazardville Water Company - Neelans Farm Well

Neelans Road Enfield, CT 06082 749-0779

Map Symbol #: 63 Quadrant#: 86

Hazardville Water Company - Queen Wells *

Queen Street Enfield, CT 06082 749-0779

Map Symbol#: 74

Quadrant#: 87

Hazardville Water Company - Grant Well

Grant Road Enfield, CT 06082 749-0779

Map Symbol#: 64 Quadrant#: 87

Henry Barnard School

27 Shaker Road Enfield, CT 06082 253-6540 Map Symbol#: 17 Quadrant#: 64

Holy Cross Church - Church Hall

723 Enfield Street Enfield, CT 06082 745-5066

Map Symbol #: 12 Quadrant#: 29

Holy Family Church

23 Simon Road Enfield, CT 06082

741-2101

Map Symbol #: 60 Quadrant#: 68

Jetline - Underground Jet Fuel Pipeline

Map Symbol#: 80 Quadrant#: 97-105

J.F.K. Middle School

155 Raffia Road, Enfield, CT 06082 763-8855

Map Symbol#: 55 Quadrant#: 68

Johnson Ambulatory Surgery Center

148 Hazard Avenue Enfield, CT 06082 763-7650 Map Symbol #: 41

Quadrant#: 74

Kids Kare Child Care

603 Hazard Avenue Enfield, CT 06082 763-5437 Map Symbol: #:

Quadrant #:

Lego Creative Child Care

561 Taylor Road Enfield, CT 06082 763-3407 Map Symbol #:

Quadrant #:

Lego Systems

555 Taylor Road Enfield, CT 06082 749-2291

Map Symbol #: 20 Quadrant#: 99

Lutheran Church of Our Redeemer

20 North Street Enfield, CT 06082 749-3167

Map Symbol#: 29 Quadrant#: 83

Mark Twain Congregate Housing and Adult Daycare

110 South Road Enfield, CT 06082 749-2017

Map Symbol #: 39 Quadrant #: 66

Quadrant #: 52

Public Safety Academy - CREC Magnet School

34 Post Office Road Enfield, CT 06082 253-0274-School MapSymbol#: 52 Quadrant#: 54

Parkway Pavilion Health Care

1157 Enfield Street Enfield, CT 06082

745-1641

Map Symbol #: 32 Quadrant #: 46

Playland Nursery School

330 Hazard Avenue Enfield, CT 06082 763-2767 MapSymbol#: 61 Quadrant#: 52

Prudence Crandall Elementary School

150 Brainard Road Enfield, CT 06082 253-6464 Map Symbol #: 8 Quadrant #: 63

Public Worlcs

40 Moody Road Enfield, CT 06082 763-7599

MapSymbol#: 67 Quadrant#: 75

Punkin' Patch

72 Shaker Road Enfield, CT 06082 763-2495 Map Symbol #:

Quadrant #:

Holiday Inn Hotel

1 Bright Meadow Blvd Enfield. CT 06082 741-2211

Red Roof Inn

5 Hazard Avenue Enfield, CT 06082 741-2571

Map Symbol #: 26 Quadrant#: 45

Frontier King Street

Enfield, CT 06082 - 811 -

947-7033 - Hartford 860-841-4584 Map Symbol #:

Quadrant #:

Frontier

895 Enfield Street Enfield, CT 06082

— 811 - -

947-7033 - Hartford 860-841-4584 Map Symbol #: 79 Quadrant#: 16

Saint Adalbert's Church

90 Alden Avenue Enfield, CT 06082 745-4837 Map Symbol #: 11 Quadrant#:

28

Saint Adalbert's, St. Bernard, & St. Martha School

90 Alden Avenue Enfield, CT 06082 745-4837 - Rectory 745-6135 - School

Map Symbol #: 11 Quadrant#: 28

Saint Andrew's Episcopal Church

28 Prospect Street Enfield, CT 06082 745-2121

Map Symbol#: 13 Quadrant#: 24

Saint Bernard's Church & School (East)

426 Hazard Avenue Enfield, CT 06082 749-8353 Map Symbol #: 46 Quadrant#: 92

Saint Bernard's West

Pearl Street Enfield, CT 06082 745-5275 Map Symbol #: 24 Quadrant#: 20

Saint Martha's Rectory & School

214 Brainard Road Enfield, CT 06082 745-3833 - School 745-*5616 - Rectoiy Map Symbol #: 9

Quadrant#: 62

Saint Mary's Episcopal Church

383 Hazard Avenue Enfield, CT 06082 749-3912 Map Symbol#: 45 Quadrant#: 92

Saint Nicholas Greek Orthodox Church

23 Church Street Enfield, CT 06082 745-3880

Map Symbol#: 10 Quadrant#: 27

Saint Patrick's Church

64 Pearl Street Enfield, CT 06082

745-2411

Map Symbol#: 14 Quadrant#: 24

Shaker Pines Fire Station

37 Bacon Road Enfield, CT 06082

749-8552

Map Symbol#: 66 Quadrant#: 80

Smyth Bus Company

25 Depot Hill Road Enfield, CT 06082

623-0331 Map Symbol #:

Quadrant #:

State Armory

1635 King Street Enfield, CT 06082

Map Symbol#: 58 Quadrant#: 16

Stepping Stones Early Learning Center

41 Brainard Road

Enfield, CT 06082

741-2733

Map Symbol#: 7

Quadrant#: 3

Sterling Machine Company

119 Post Road

Enfield, CT 06082

741-2546

Map Symbol#: 10

Quadrant#: 47

Enfield Inn

1543 King Street Enfield, CT 06082 741-3636 Map Symbol#: 51

Quadrant#: 17

Tennessee Gas Pipeline

8 Amigina Drive Emergency: 1 -800-231 -2800 763-4081 '

Map Symbol #:

Quadrant #:

Thomas Alcorn Elementary School

(NO LONGER AN ELEMENTARY SCHOOL - USED BY SCHOOL DEPARTMENT &
TOWN INFORMATION TECHNOLOGY DEPARTMENT)

1010 Enfield Street Enfield, CT 06082 253-6505 Map Symbol#: 21 Quadrant#: 22

Thompsonville Fire Station

35 N Main Street Enfield, CT 06082 745-3365

Map Symbol #: 75 Quadrant#: 24

United Methodist Church

41 Brainard Road Enfield, CT 06082 745-6241

Parsonage: 741-6987 Map Symbol#: 7 Quadrant#: 36

Water Pollution Control Plant

90 Parsons Road Enfield, CT 06082 763-6400 (Enfield Police)
253-6450 (Plant Office)

Map Symbol #: 9 Quadrant#: 11

Windsor Court Elderly Housing

Windsor Street Enfield, CT 06082 Map Symbol #: 6 Quadrant#: 30

Woodside Park Elderly Housing

Raffia Road Enfield, CT 06082 Map Symbol #: 54 Quadrant#: 68

YWCA Enfield Early Learning Center

139 Hazard Avenue Enfield, CT 06082 763-6440

Map Symbol #: 44 Quadrant#: 83

PUBLIC NOTIFICATION,

EVACUATION AND SHELTERING PLAN

PURPOSE

This plan was developed to provide for the notification and orderly evacuation of town residents when emergency events warrant such action.

RESPONSIBILITIES

Fire Department - The Fire Department, after receiving the emergency response call from the dispatcher, will respond to the scene of the emergency and evaluate its severity. If the surrounding areas are or may be affected, the first responder will relay all pertinent information to the incident commander who will activate the evacuation plan by contacting the dispatcher and relaying all information to the Emergency Management director, or the senior police commander present.

The fire service shall also assist the Police Department in the evacuation process.

First Responders - The first responder is an active member of an emergency agency (Police, Fire or EMS Departments), and is the first person at the scene of the incident. He/she is responsible for a preliminary evaluation of the incident.

Incident Commander & Unified Command - The incident commander is the senior fire officer on the scene of the fire department in whose district the incident has occurred, *unless* it is a security incident (civil disturbance, hostage, shooting, etc.) in which case the senior police officer will assume this capacity.

Additionally, it may be necessary to implement a Unified Command which could consist of the senior police, fire, public safety, and/or emergency management personnel.

The incident commander will be responsible for determining if the evacuation procedures should be activated. If evacuation plans are to be activated, the incident commander will contact the dispatcher.

The incident commander will relay all pertinent information regarding the extent of the hazard zone, level of containment, and areas to be immediately evacuated. Based on the information

collected and the events occurring, the incident commander and the Emergency Management director may call for a precautionary evacuation of areas which could be potentially affected by the incident.

Emergency Management Director - The Emergency Management Director, or representative, will activate the evacuation plan through the following agencies:

Police Department. Through the Chief of Police, the Police Department's responsibilities under the evacuation plan are as follows:

- To direct and control the flow of traffic.
- Crowd control.
- Site access and security of evacuated areas.

Establish and maintain perimeters of the evacuation area - both inner and outer perimeters.

- To direct the evacuation.
- To provide security in the shelter.
- To mobilize all transportation vehicles. Evacuation transportation may be mobilized by contacting:

- Dial-A-Ride: 253-6410
- Magic Carpet Bus: 272-3545
- State Department of Corrections: 623-0397
- Smyth Bus Company: 623-8775 or 627-7045

Social Services Department. This department will be responsible for providing emergency lodging, sheltering, feeding, clothing, and in contacting and coordinating the activities of other social service oriented agencies. The points of contact for the Department of Social Services are:

Social Services Director: 253-6395

The Social Services Department shall assist with coordinating activities of the following agencies:

- Red Cross. This agency is responsible for opening and maintaining as well as providing logistical support to evacuees as specified by the Emergency Management director. The point of contact for the Red Cross is:

American Red Cross Farmington, Connecticut
24-hour telephone: 860-678-2830

- Salvation Army. The Salvation Army is responsible for providing the evacuees with food, clothing, and hygienic supplies. The point of contact is:

Salvation Army 860-565-5907 or 860-654-5501

Enfield Neighborhood Services can be contacted at 253-6398.

Department of Public Works. The Department of Public Works is responsible for providing logistical and optimal support at emergency shelters as warranted. The points of contact are:

Director of Public Works: 763-7599

Deputy Director of Public Works: 763-7094

Buildings and Grounds Maintenance Supervisor: 253-6427

Fleet Maintenance Supervisor: 763-7522

Recreation Division. The Recreation supervisor will assist the Social Services Department Director as directed by the Assistant Town Manager and can assist as onsite manager of an emergency shelter. Recreational staff can be utilized to assist in shelter operations. The points of contact are:

Recreation Supervisor: 253-5002 / 253-6421

CERT. The CERT members have been trained as Red Cross Shelter Workers. Enfield CERT will be activated in order to provide shelter workers.

Schools Department. The John F. Kennedy Middle School shall serve as the primary shelter. The backup shelter will be Fermi High School. Enfield High School can also serve as a backup shelter. Other schools may be utilized if necessary.

The three schools previously identified-JFK Middle School, Fermi High School and Enfield High School had been previously designated as Emergency Shelters by the Town of Enfield, and reviewed by both the American Red Cross and the Connecticut Department of Emergency Management and Homeland Security (DEMHS). Upon request from either agency, updates on these three facilities are submitted to them.

Some school department personnel have been trained to assist emergency management in sheltering operations. The point of contact for the Schools Department for facility use is the Assistant Director of Public Works for Facilities and Grounds. His phone number is 860-2536513.

The School Department's Deputy Superintendent serves as the School Department's primary point of contact for Enfield Emergency Management. His phone number is 860 253.6532.

The Media. The media, to include radio, television, and cable station, will be contacted at tire direction of the Emergency Management director. These agencies will be responsible for broadcasting all pertinent evacuation procedures and information to the public.

In particular, Enfield Television Channel 16 and WACC (107.7 FM) will be used to broadcast emergency information specifically for Enfield residents.

"Everbridge Notification System." Additionally, the State Emergency Notification System, also known as the "Everbridge System" may be utilized by Enfield Dispatchers to notify all or a portion of residents affected by the incident/emergency. As of August 30, 2011, the Town of Enfield has the Everbridge "Municipal Package." As a result, it is possible to notify residents/businesses that have registered with Everbridge of non-emergency issues such as school closings or delayed openings, street closures, parking bans, etc.

The Public Information Officer will serve as primary liaison between the town and the media. This individual is the Director of Human Resources. His phone number is 860-253-6346.

Health Department. The North Central District Health Department will be responsible for monitoring the evacuation shelters to ensure that public health and welfare are maintained. The point of contact is the Director of Health: 745-0383

The Telephone Directory of this plan lists the telephone numbers of the other members of the North Central District Health Department.

In the event of a massive, full-scale evacuation, the Emergency Management Director will contact the State Office of Emergency Management & Homeland Security. The point of contacts:

Area III Coordinator

Office	529-6893
Pager	842-9362

Public Notification. The public will be notified of all necessary procedures to follow in the event that an evacuation is ordered. This will be accomplished in two steps:

- In those neighborhoods which require evacuation, the "Everbridge" emergency notification system can be activated by Enfield Dispatchers. They will send out a message advising residents of the situation and what to do.
- The television and radio media will be contacted in order to provide the public with information bulletins of the incident, and instructions for citizens to follow. Enfield Television Channel 16 and WACC (107.7 FM) will be used to broadcast emergency information specifically for Enfield residents. With E-TV, the "Chy-Alert" scrolling banner can be used to continuously broadcast emergency information.
- In those neighborhoods which require evacuation, emergency personnel consisting of units such as Police and Fire Departments will enter the streets and sound their sirens and air horns. The vehicles' public address systems will be used to make emergency announcements. Personnel from those units will attempt to make door to door contacts with the residents, informing them of the situation and what to do.

The Police Department will also be responsible for providing assistance to those residents who cannot evacuate on their own, such as the frail, elderly, and handicapped. Support can be provided by other municipal departments such as Emergency Medical Services and Social Services (Dial-A-Ride busses).

Public notification via Everbridge will be the responsibility of the Dispatch Supervisor.

The Public Information Officer will be responsible to:

- Notify the media.
- Provide information bulletins which will be broadcast to the public. These bulletins will include:
 - A description of the emergency.
 - Identification of areas involved in immediate evacuation and/or precautionary evacuation.
 - Primary evacuation routes.

- Alternate evacuation routes to be used in the event the primary routes become inaccessible.
- Methods of transportation available.
- Evacuation shelter locations.

Contacting all sensitive institutions in the affected area, as identified using the risk analysis map, and informing them that an evacuation has been ordered.

Once the situation has been controlled, the decision to return residents to the evacuated area will be made by the Emergency Management director and the incident commander. This decision will be based on an evaluation of the emergency site condition.

EVACUATION

In many cases, it would be anticipated that residents would use their own vehicles for traveling to and from the shelter. In the event the Neighborhood Activity Center was utilized as a shelter, the vehicles could be parked at the municipal parking lot located at Pearl and Asnuntuck Streets.

If public transportation is required, the town's senior citizen busses could be utilized. This system would be activated by contacting the town's Social Services director.

Attachment D lists the major transportation and evacuation routes in Enfield.

EMERGENCY SHELTERING

In the event Enfield needs to establish an emergency shelter, the following will be accomplished:

The John F. Kennedy (JFK) Middle School will be activated as the town's primary emergency shelter. It is fully powered by an emergency generator that will make the entire 157,152 square feet of the facility available for use. JFK contains lavatories, showers, cooking facilities, and would be fully lit and heated during an emergency involving a power outage. The capacity of the gymnasium is 325 people. The capacity with the classrooms is 1470 people. JFK is centrally located within the community and has parking for several hundred automobiles immediately adjacent to the school.

Enrico Fermi High School will be activated as the town's secondary shelter. It is partially powered by an emergency generator which provides heat, some cooking facilities, and lighting in the kitchen, cafeteria, gymnasium, and some hallway emergency lighting. Fermi contains lavatories and showers (which could be lit by a portable light), and cooking facilities. The capacity of the gymnasium is 525 people. The capacity with the classrooms is 2390 people. There is parking for several hundred cars immediately adjacent to the facility.

Enfield High School will serve as the tertiary shelter site. It is partially powered by an emergency generator which provides heat, power to cafeteria freezers and refrigeration, and some emergency lighting. Enfield High would be more suited to a short-term shelter during daylight hours, or would require portable lighting for use of the interior spaces. The capacity of the gymnasium is 495 people. The capacity with the classrooms is 1665 people. There is parking for several hundred cars immediately adjacent to the building.

The shelters will be managed by the Director of Social Services. She will be assisted by various town staff personnel from all appropriate departments.

In addition, the American Red Cross will have a pivotal role in the shelter's operations as agency resources allow. However; it should be anticipated that Enfield will have to operate emergency shelter(s) with their own resources and not receive any external assistance. A key factor with the emergency shelter plan will be the ability to coordinate operations with the American Red Cross.

Early notification with the Red Cross representatives will be imperative. The Police Department has added the Red Cross to their emergency contact list.

Enfield CERT will be activated and their volunteers utilized to staff the shelter under supervision of the Shelter Manager.

Additionally, a number of town employees have received training in emergency shelter management.

COTS & SHELTER SUPPLIES - The Town of Enfield has 400 cots stockpiled at the Public Works Facility at Moody Road. The cots can be transported by DPW to a designated shelter. Additionally, there is a small cache of cots, approximately 30 stored in the Enfield Emergency Management - CERT Trailer which is staged at the EMS facility at Enfield Street and South Road. The trailer can be towed to an incident location and/or shelter to support operations. In the event additional cots are required, requests will be submitted to both the CT DEMHS Region III Coordinator via Web EOC and the RCC (if activated). Other shelter supplies, i.e. blankets, medical cots, coffee pot, etc.: are also kept in the CERT Trailer, in addition to supplies which are in the school cafeteria.

CLEANING COTS & BLANKETS During shelter operations, as well as following deactivation of the shelter, the cleaning of cots will be done by custodians from the Town of Enfield Public Works Department, with assistance from the State of Connecticut Department of Corrections. Additionally, the Department of Corrections will assist in laundering the cots' blankets.

FEEDING - Enfield Public Schools' food services staff will be responsible for operating all mass feeding at the shelters. The School Department Food Service Director will report directly to the Director of Social Services. School Department food service personnel will be supplemented by food service personnel from Enfield Social Services-such as the Child Day Care Center kitchen personnel, and other appropriately-trained activities. Depending on tire situation, support may be provided by spontaneous volunteers and from the private sector entities as their respective resources allow. Enfield's Director of Development Services will interact with both the Director of Social Services and the private entities.

Personnel responsible for handling food will be trained to a level which meets the requirements of the Health District.

Purchasing of additional food supplies will be the' responsibility of the' Food Service's Director through the Director of Social Services with support from Town of Enfield Finance Department. Additionally, food supplies maybe voluntarily offered fromlocal-based private sector entities depending on the nature of the incident.

SPECIAL NEEDS POPULATION - Efforts will be made to accommodate citizens with special needs. Personnel from Social Services' Adult Day Care Division, to include registered nurses, nurses aide and healthcare aides will be assigned to support this activity. Additional support can be provided by Social Services' Senior Center, Youth Services and Child Day Care Divisions.

CHILDREN - Efforts will be made' to address children's needs during shelter operations. This can include, but not be limited to, age appropriate organized activities, designation of a "quiet/safe room(s),' and open play areas. Overseeing these activities will be Staff from Enfield Child Day Care, Youth Services, Enfield Family Resource Center, Enfield Public- Library, and Enfield Recreation.

HEALTH -MEDICAL CARE - Initially, emergency medical care may be provided at the shelter from Enfield Emergency Medical Service personnel and tire Enfield Fire Departments. As a prolonged shelter operation develops, efforts will be made to obtain nursing support from

the Enfield Social Services Department via Adult Day Care, Enfield Public Schools and the North Central Health District roster of volunteer nurses. Additionally, the local visiting nursing associations may be contacted for assistance.

LANGUAGE - LITERACY SERVICES - Bilingual support will be requested from the following entities: Enfield Police and Enfield Public Schools (foreign language teachers).

PETS - Attachment T of the Town of Enfield Emergency Operations Plan specifically addresses pet sheltering.

SHELTER OPERATIONS PLAN - Representatives from Enfield CERT, Social Services and Recreation have developed, *Town of Enfield Large Shelter Operation* plan dated 2012. It has been attached to this EOP at Attachment EE.

INCIDENT REPORT FORMS

There are several forms which can be utilized to report incidents relating to an emergency management incident. This section outlines three types of reports:

- Police Incident Report.
- Fire Department Incident Report.
- State of Connecticut Emergency Local Government Situation Report Damage Assessment
Tier II.

These forms can be used to contain information regarding damage assessments that can be conveyed to the town manager, the state and federal authorities.

Additionally, reference is made to other reports and forms which have become of the emergency management process.

Police Incident Report

This form is utilized by the Enfield Police Department for a wide variety of situations. It allows for supplemental sheets/reports to be added to the original form which records the incident.

Fire Department Incident Report

This form is utilized by all 5 Fire Departments for incident reporting purposes.

State of Connecticut Emergency Local Government Situation Report Damage Assessment

The State of Connecticut's Department of Emergency Management and Homeland Security (DEMHS) has prepared a Local Government Situation Report Form which can be used to provide initial and supplemental reports regarding an incident both during and after the event transpires. This form can be used for a wide variety of incidents, and it is designed to be completed in a short amount of time.

It is important to note: this form should be used only by the Town of Enfield Emergency Response coordinator or his/her designated representative.

This form can be transmitted to the State Office of Emergency Management Area III coordinator through the following fax number: (860) 257-4621

Tier II Report

Tier II Report forms must be submitted by agencies and businesses whenever they possess on-site certain chemicals whose quantities exceed certain storage levels. Copies of the Tier II reports must be submitted to the Local Fire Marshal, the State Emergency Response Commission, and the Local Emergency Response Commission. In Enfield's case, the LEPC is the Capitol Region Council of Government's Capitol Region Emergency Prepared Commission (CREPC).

[Link to Tier II Reporting Form](#)

Other Forms

There are other forms which have been generated by the State Department of Emergency Management and Homeland Security, the Capitol Region Emergency Preparedness Commission, and the US Department of Homeland Security-FEMA.

In the case of the DHS - FEMA forms, they have been prepared in accordance with the National Incident Management System, in particular NIMS 300, for use with the Incident/Unified Command System's Incident Management Team process.

Whenever possible, copies of these forms will be made a part of this attachment. However, in the case of the NIMS forms, it is imperative that the individuals attempting to utilize them should undergo the requisite training in order that they are accurately completed.

This report deals with hazardous materials reporting and the locations of businesses that store these materials.

Enfield Police Supplement Form

ENFIELD POLICE DEPARTMENT**SUPPLEMENT / STATEMENT**

DATE/TIME OF INCIDENT	COMPLAINT AND LOCATION	DATE OF THIS REPORT	CASE #
STATEMENT OF:		DOB	ADDRESS/TELEPHONE
			DATE/TIME

WARNING: THE CONSTITUTION REQUIRES THAT I INFORM YOU OF YOUR RIGHTS. YOU HAVE THE RIGHT TO REMAIN SILENT. IF YOU TALK TO ANY POLICE OFFICER, ANYTHING YOU SAY CAN AND WILL BE USED AGAINST YOU IN COURT. YOU HAVE THE RIGHT TO CONSULT WITH A LAWYER BEFORE YOU ARE QUESTIONED, AND MAY HAVE HIM WITH YOU DURING QUESTIONING. IF YOU CANNOT AFFORD A LAWYER, ONE WILL BE APPOINTED FOR YOU, IF YOU WISH. BEFORE ANY QUESTIONING, IF YOU WISH TO ANSWER QUESTIONS, YOU HAVE THE RIGHT TO STOP ANSWERING AT ANY TIME. YOU MAY STOP ANSWERING QUESTIONS AT ANY TIME IF YOU WISH TO TALK TO A LAWYER, AND MAY HAVE HIM WITH YOU DURING FURTHER QUESTIONING.

WITNESS	I UNDERSTAND MY RIGHTS AS STATED ABOVE	SIGNATURE
---------	--	-----------

I HAVE READ THE ABOVE STATEMENT AND IT IS TRUE TO THE BEST OF MY KNOWLEDGE. I FULLY UNDERSTAND THAT IF I MAKE A STATEMENT THAT IS UNTRUE AND WHICH IS INTENDED TO MISLEAD A LAW ENFORCEMENT OFFICER IN THE PERFORMANCE OF HIS OFFICIAL FUNCTION I WILL BE IN VIOLATION OF SECTION 53b-157 CONNECTICUT GENERAL STATUTES. A FALSE STATEMENT IS A CLASS A MISDEMEANOR, UP TO 1 YEAR IN JAIL AND/OR \$1000.00 FINE AND NOT MORE THAN 3 YEARS PROBATION.

INVESTIGATING OFFICER	DATE	STATUS	APPROVED BY	DATE
		<input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED <input type="checkbox"/> UNFOUNDED		

I HAVE READ THIS STATEMENT CONSISTING OF _____ PAGE(S), AND I AFFIRM TO THE ACCURACY OF THE FACTS CONTAINED THEREIN.

THIS STATEMENT WAS COMPLETED AT _____ ON THE _____ DAY OF _____, 20____ AT _____

WITNESS _____ SIGNATURE OF PERSON GIVING STATEMENT _____

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20____

SIGNED _____

ORIGINAL

PAGE _____ OF _____ PAGES

Enfield Fire Departments NIFRS Forms

WETB-1 Revision 03/11/99

Tier II Reporting

For complete information and forms available for Tier II reporting forms and instructions, please go to the following website:

<https://www.epa.gov/epcra/tier-ii-forms-and-instructions>

If you have any questions regarding these instructions, please contact Bethann Moore at (860) 424-3373.

SAMPLE PROCLAMATION AND DECLARATION

DOCUMENTS

SAMPLE PLAN ACTIVATION

WHEREAS, the Enfield town manager does find that the hurricane- flood- blizzard emergency currently affecting the Town of Enfield requires the activation of the Emergency Operations Plan.

NOW, THEREFORE- it is hereby proclaimed and ordered that the Emergency Operations Plan of the Town of Enfield is now activated- and all personnel ordered to perform in accordance therewith.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this action be forwarded to the State of Connecticut Department of Emergency Management and Homeland Security

Dated: _____ Local Time: _____ Town Manager _____

Attest: _____

HOW TO DECLARE A DISASTER/STATE OF EMERGENCY

The Town Manager in consultation with the Director of Emergency Management and/or other agency heads should, in an emergency situation, declare a state of emergency/disaster under the following circumstances and conditions:

- The situation has created a clear and present threat to life and/or property.
- The resources available to the town manager locally (i.e, within the town) have been exhausted, or the town manager determines that, based on existing conditions, such resources are likely to be exhausted before the threat to life or property passes.

In the event of the above, the town manager shall, in accordance with the powers granted to him/her under state law and the Town Charter, may declare that a state of emergency exists.

A written declaration of emergency should be utilized.

Notice of the declaration of a state of emergency should be given to the State Office of Emergency Management immediately, and a copy of the written document forwarded as soon as possible to the Area III coordinator in Rocky Hill.

William Turley III
Office of Emergency Management - Area 3
Office c/o Veterans Home & Hospital 287 West
Street Rocky Hill, CT 06067

SAMPLE DECLARATION OF EMERGENCY

WHEREAS, the town manager does find:

- That due to (Site specific conditions, example: the heavy rains and flood waters) the Town of Enfield is facing dangerous (cite conditions, example: flooding) conditions;
- That due to the (cite specific conditions, example: floods) a condition

of extreme peril to life and properties exists and thus necessitates the proclamation of a state of emergency.

NOW", THEREFORE, it is hereby proclaimed that an emergency now exists throughout said Town of Enfield; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the town manager shall exercise those powers, functions and duties prescribed by state law, the Town Charter, and all applicable ordinances, resolutions, special acts, and the Town Emergency Operations Plan in order to minimize the effects of said emergency.

Dated

Local Time Town Manager

Attest,

SAMPLE PROCLAMATION

WHEREAS, on , 200 , the town manager of the Town of Enfield found that, due to a condition of extreme peril to life and property did exist in the Town of Enfield; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW THEREFORE, it is hereby proclaimed and ordered that a copy of this proclamation be forwarded to the governor of the state of Connecticut with the request that he/she proclaim the Town of Enfield to be in a state of emergency; and

IT IS FURTHER RESOLVED that _____ is hereby designated as the authorized representative of the Town of Enfield for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain state and federal assistance.

Dated _____

Local Time _____

Town Manager, _____

Attest _____

Declaration of State of Emergency

Town of Enfield, Connecticut

WHEREAS, Governor _____ has, as a result of the conditions created and/or anticipated by _____, declared a State of Emergency throughout the State of Connecticut; and

WHEREAS, the Enfield Town Manager does find that _____ emergency currently affecting the Town of Enfield requires the activation of the Emergency Operations Plan.

NOW, THEREFORE, it is hereby proclaimed and ordered that the Emergency Operations Plan
of
theTown of Enfield is now activated, and all personnel ordered to perform in accordance
therewith.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of tliis action be forwarded to
the State of Connecticut Department of Emergency Management and Homeland Security.

Dated:

Local Time:

Town Manager

Attest:

COMMUNICATION PLAN

This section contains information on the following:

- Emergency Operations Center
- Telephone communication (key personnel)
- Radio communication (radio frequencies)

Emergency Operations Center

The Emergency Operations Center (EOC) to be used by the emergency response coordinators is located at the Public Safety Complex (Police Headquarters) which is located at 293 Elm Street.

There are two alternate EOCs. One is located in the Enfield Room, which is located at the Enfield Town Hall at 820 Enfield Street. This location has the Town's computer and telephone system, plus the future government-controlled television station (Channel 16).

The second alternate EOC is the North Thompsonville Fire Department at 439 Enfield Street. However, the town manager may request that the communications center (radio room) in one of the other fire stations be utilized as an EOC based on the situation.

All three EOC's have generators to provide back-up power.

Should an incident occur, any of these locations may be accessed as the Command Center. Both locations are equipped with emergency power, and telephone equipment.

Both the Public Safety Complex and the fire station have extensive radio communications equipment. Town Hall has some radio communication capabilities. This system would have to be supplemented with portable and mobile radios.

At the direction of Command, at any EOC location at least one dispatcher will be assigned to manage the communications equipment.

Mobile Communications Vehicle (MCV-4)

The Mobile Communications Vehicle will be used by the emergency response coordinators and is located at the Public Safety Complex (Police Headquarters), which is located at 293 Elm Street.

This vehicle will be utilized for large scale Police and/or Fire incidents, as well as for Mass Casualty incidents in town. As part of CRCOG, this vehicle's services may be called upon for major incidents in Hartford County as part of a CREPC RED Plan activation.

Telephone Communication

The initial call regarding an incident will most likely be received by the dispatcher at the Police Department. The dispatcher will immediately call the district fire department, and police. The town manager will be contacted via the Police Department's notification procedures. These calls will be made by telephone or radio.

Radio Communication

Rx Freq	Tx Freq	Rx PL	Tx PL	Name
453.2000	458.2000	114.8	114.8	FIRE 1
460.5750	465.5750	173.8	173.8	FIRE 2
453.6875	453.6875	D343	D343	FIRE GROUND 3
460.5875	460.5875	114.8	114.8	FIRE GROUND 4
453.6625	453.6625	D026	D026	FIRE GROUND 5

451.6500	456.6500	74.4	74.4	FD PAGING
460.6375	465.6375	186.2	186.2	EMS
460.6125	465.6125	131.8	131.8	INTEROP
460.5500	465.5500	E049 NAC	E049 NAC	POLICE 1
460.2000	465.2000	E050 NAC	E050 NAC	POLICE 2
451.6500	451.6500	74.4	74.4	LIFESTAR
453.2250	458.2250	456 NAC	456 NAC	DPW

FG = fireground RPT = repeater

The following departments and agencies can be contacted by radio on the specified frequencies as required:

TACTICS FOR HANDLING HAZARDOUS MATERIAL **& RADIOACTIVE EMERGENCIES**

WRITTEN & COMPLIED BY
PATRICK FUREY & GEORGE BELANGER
THOMPSONVILLE FIRE DEPARTMENT TRAINING DIVISION
JANUARY, 1985

EDITED BY PATRICK FUREY IN MARCH, 1992

(SEPTEMBER- 2006 - MINOR REVISIONS TO REFLECT ICS, NIMS, SPECIAL
OPERATIONSTEAM & GROSS DECONTAMINATION BY DANIEL T. VINDIGNI,
ASSISTANT TOWN MANAGER/DIRECTOR OF EMERGENCY MANAGEMENT)

BASED ON A PROGRAM BY CONNECTICUT FIRE SCHOOL

FORWARD

Hazardous Materials are booming in this country- as are the problems they create when involved in accidents. There are thousands of chemicals; some are toxic, some are corrosive- some are flammable, and some are combinations of all hazards. To try to memorize all these chemicals and their properties would be futile to say the least. Therefore we must group these chemicals under similar categories and use reference guides to setup a basic plan of attack. This manual is

designed to assist the firefighter in implementing this attack. It covers how to handle spills, leaks, fires, radiation problems, size up, just to mention a few.

It does not, however, cover one of the most important aspects of handling Hazardous Materials, the instincts of the firefighter. As firefighters, you are trained from the very beginning to be successful you must be aggressive. Aggression, you are told, is the key to successfully handling structure fires, without it you lose one of your most important tools. In handling Hazardous Materials, however, the opposite is true. CAUTION is the key word. When confronted with a Hazardous Material emergency you cannot rush into the scene, you must stand back, identify the material involved, and evaluate the incident. This may be against the grain for most firefighters, but it must be done.

You arrive on the scene and find a tanker overturned, its contents spilling onto the highway and a vapor cloud is forming, the driver is trapped in the cab. Your instincts will tell you to rush to the aid of the driver. Now instead of one victim there are two. You have to use caution, you must identify the material and isolate the scene before implementing even rescue procedures. This is something that will be brought out time and time again when discussing Hazardous Materials, but it will be up to you, the firefighter, to control your instincts and think before acting. If not you may become just another statistic. But, with some Chemicals tire damage may not be immediate, it may be tomorrow, next week, next year, 15 years, or in some cases it could affect your offspring. This is why it is imperative to think before you act. Remember with Hazardous Materials any incident no matter how small holds the potential for death.

CHEMICAL TERMS

Before going into the complexities of handling Hazardous Material incidents a few basic definitions for certain physical properties and chemical terms should be known. It is not intended as a course in chemistry but rather is used as a basic reference material applicable to Hazardous Materials.

- Vapor Density - The weight of a volume of pure vapor or gas compared to an equal volume of air. A Vapor Density of less than 1 indicates the vapor is lighter than air and will tend to rise. A Vapor Density figure greater than 1 indicates the vapor is heavier than air and may travel at low levels for a considerable distance to a source of ignition and flash back to its source.
- Ignition Temperature - The minimum temperature required to initiate or cause self-sustained combustion independent of the heating element.

- Flash Point - The minimum temperature of a liquid at which it gives off sufficient vapors to form an ignitable mixture with air. In other words the temperature at which the liquid gives off vapors capable of being ignited.
- Flammable (Explosive) Limits - The proportions of vapor at which the vapors will not ignite. In other words the percentage of vapors in the air at which the liquid is too rich or too lean to burn. The lower Flammable Limit is when the percentage is too lean, the upper Flammable Limit is when the percentage is too rich. It is important to determine the concentration of vapor in air. Combustible gas instruments are used for this purpose.
- Specific Gravity - The ratio of the weight of a substance compared to the weight of an equal volume of water. Materials having a Specific Gravity of less than 1 are lighter than water. Materials having a Specific Gravity of greater than 1 are heavier than water.
- Boiling Point - The temperature at which the vapor pressure of a liquid equals the total atmospheric pressure on the surface. Liquids vaporize to gases and gases condense to liquids at the boiling point. The lower the boiling point of a flammable liquid, the greater the vapor pressure and therefore the fire potential.
- Reactivity - The ability of a material to undergo a chemical reaction with the release of energy. It could be initiated by mixing or reacting with other materials, applications of heat, physical shock, etc.
- Alkalines - Materials which are caustic. They are substances which have a corrosive hazard and can cause burns more serious than acids. Caustics are non-combustible, but when mixed with water generate heat.
- Acids - Corrosive substances, can cause visible destruction to tissue and other substances. Any compound that can react with a base to form a salt.
- Oxidizers - Materials which decompose to yield oxygen when heated and may react with other chemicals. Violent reactions may occur when mixed with combustible materials such as wood, paper, metal powders and sulfur.

HAZARDOUS MATERIAL PRINCIPALS

Gregory Noll is a Fire and Safety Associate with the American Institute in Washington. He feels many firefighter injuries and deaths occur at Hazardous Material emergencies because the

decision makers do not understand some basic Hazardous Material Principals. He outlines 7 Basic Principals involving Hazardous Materials.

PRINCIPAL 1 - HAZARDOUS MATERIALS ARE ALWAYS SOMEPLACE READY TO DO SOMETHING. Hazardous Materials are like a coiled spring kept in compression with a string. As long as the spring is compressed there is no problem. However, should the string be released, the stored energy within the spring is now free to jump out and hurt or harm anything it touches. Using this analogy a Hazardous Material can be defined as "any substance that jumps out of its container at you and hurts or harms the things it touches." The incident commander should therefore assume a "coiled spring" defense posture.

PRINCIPAL 2 - FOCUS ON EMERGENCY OUTCOMES. Emergency personnel must remember the only reason for becoming involved at a Hazardous Material incident is to produce a better outcome by your actions. Outcomes are described in terms of the following:

- Fatalities
- Incapacitating Injuries
- Property Damage
- Critical Systems Disruption
- Environmental Damage

If no harm has occurred prior to arrival, the incident commander must evaluate both the need and risk of involvement.

PRINCIPAL 3 - CONTAINERS MUST BE STRESSED BEFORE HAZARDOUS MATERIALS ARE ACCIDENTALLY RELEASED. When something such as another object or a fire, stresses a container, the energy released tends to strain, deform, or put a stress on the container, or trigger a change in the state of the contents. If Hazardous Materials have not been released by the time you arrive, look first for any stressed containers.

PRINCIPAL 4-IF A CONTAINER IS STRESSED BEYOND ITS LIMITS, IT WILL OPEN UP AND LOSE ITS ABILITY TO HOLD THE HAZARDOUS MATERIAL. Once a container is breached, the contents can escape and the problems will begin to escalate.

PRINCIPAL 5 - DISPERSION PATTERNS ARE FORMED BY MATTER AND ENERGY. When a Hazardous material container is breached, a distinct pattern is formed which can cause harm to the surrounding exposures, of which you may be one. The resulting harm is produced by energy, matter, or both. Energy could include radioactive materials, fireballs, shockwaves, etc... .while matter could consist of pieces of the container or the contents inside. The incident

commander must determine whether or not the Hazardous Material will escape from any breach in the containers involved. This information will be essential in determining evacuation areas and safe operational zones for emergency personnel.

PRINCIPAL 6 - THE TIMING AND SIZE OF THE HAZARDOUS MATERIALS

RELEASED WILL AFFECT THE HARM THAT WILL OCCUR. If a Hazardous Material escapes almost instantaneously, such as in a BLEVE, a detonation, or a high pressure gas release, the exposed individuals cannot get away as energy moves from the source to the exposure almost instantaneously. Within a given time span gases can disperse faster and over larger areas than liquids, and liquids usually affect larger areas than solids. If a release is big and is dispersed over a large area, more casualties are likely than if the affected area is small.

PRINCIPAL 7 - SOME HAZARDOUS MATERIALS ARE MORE LETHAL THAN

OTHERS. The incident commander must evaluate the Hazardous Material involved for its ability to produce harm. The level of lethality will be affected by:

- Type of Material
- Physical State
- Concentration
- Route of Exposure
- Length of Exposure
- Level of Personal Protection

In Hazardous Materials training, effects are often directed towards making chemists out of firefighters, often with little or no success. A more productive way may be to teach fire personnel to analyze and think their way through Hazardous Material Emergencies. Understanding these basic principals may help eliminate uncertainty and permit safer decision making, and help build a better foundation for more knowledgeable emergency response.

SIZE UP

As with structural firefighting one of the first things you must do when notified of a Hazardous Material incident is to begin a Size Up of the situation. The following are items you might want to consider when responding to a Hazardous Materials incident:

- Nature of The Problem. - Is it a spill, leak or fire'.
- Identification of The Material. - Is it toxic, corrosive, explosive, flammable, radioactive, etc.

- Life Safety Considerations. - You must consider all emergency response personnel, perhaps its better to take a defensive attack rather than an offensive one. Are there victims to be rescued. Are there spectators that must be controlled. Is the incident around an area of high life concentration, for example the shopping malls or nursing homes that must be evacuated.
- Exposures. - Is there an exposure risk. Is it a L.P.G. railroad car burning on South River Street or is it burning in a secluded area like the area around the pits.
- Location And Position Of The Hazardous Material. - Is the Hazardous Material the exposure problem if so you may have to concentrate on removing it or cooling the tanks.
- Construction Details Of The Container. - Is it a drum leaking a corrosive material, or a horizontal tank containing propane.

Time Factors. - If it's a flammable gas or liquid in a tanker for instance, if that thing has been burning good for 10 or more minutes it probably is best to take a defensive position.

- Water Supply. - Do you have the water required. For instance let's say that tanker is burning on I-91, are we capable of supplying at least 500 g.p.m. for a long duration to fight that fire. If not, again, you should take a defensive position. Are you going to have to set up a shuttle or are you going to use hose relay. Is there anything obstructing the water flow. Do you have the necessary application equipment for instance a deluge gun.
- Weather. - What is the weather. Is it hot and humid so a toxic vapor will just hang and not disperse or is it a heavy snow which may slow down emergency response. Wind direction.
- Obstructions. - Is there anything obstructing your approach or your capability to confine and control this incident?
- Attack Positions. - Approach from uphill in defensive positions. Is it going to be an offensive or defensive attack.
- Manpower and Equipment Available and Needed. - Do you have it?
- Additional Help Available. - Town for sand, D.E.P, CHEMTREC, Police for evacuations, Health Dept, Conrail, etc..

Some of these questions can be answered while on the way to the scene and some may be a while after arriving but they all are questions that need to be considered.

THE EIGHT STEP PROCESS

The Eight Step Process is one type of management structure specifically designed for Hazardous Materials Operations. It can be compared to fireground Standard Operating Procedures (S.O.P.'s) which outline basic functions to be accomplished in a specific order. Like fireground S.O.P.'s, these steps may have to be reordered or completed simultaneously in some situations.

The Eight Step Process is:

- **Site Management and Control.** The determining and securing of the physical layout of the scene. Site Management includes initial command operations and isolation and evacuation procedures.
- **Identification of the Material(s) Involved.** Proper recognition and identification of the involved materials by analyzing occupancy and location, container shapes, markings and colors, placards and labels, shipping papers, monitoring and detection devices, and documents and senses.
- **Hazard and Risk Analysis.** Evaluation of the relative hazards and risks of the identified materials to both the Emergency Response Personnel (ERP) and the public.
- **Evaluation of Personnel Protective Clothing and Equipment.** Selection of the proper protective clothing and equipment based upon assessment of the materials involved and the relative hazards and risks created by the incident.
- **Information and Resource Coordination.** The management and transfer of all pertinent data, particularly those which identify the haz mat factors present, which functions of the Eight Step Process have been completed, what other information must be developed, and what factors are still unknown.
- **Product Control, Confinement, and Containment.** Actions necessary to confine a product to a limited area or its container. Be aware only defensive techniques can be utilized by personnel trained only to the Operational level.
- **Decontamination.** The process of making personnel, equipment, and supplies safe by reducing or eliminating harmful substances.
- **Termination.** The process of documenting safety procedures, site operations, hazards, resources and events which effect ERP and the community.

INCIDENT COMMAND POST & INCIDENT COMMAND SYSTEM

The potential exists for many Hazardous Material incidents to evolve into multiple alarm situations and the need to deal with many different agencies, in order to alleviate confusion and maintain organization the Incident Command System (ICS) with an Incident Command Post is a necessity. Without ICS and an Incident Command Post you will have virtual chaos.

Consistently practiced by the Fire Service of Enfield and also advocated by Enfield Emergency Management, ICS is a pragmatic, flexible management tool which can be applied for multiple situations. Additionally, in accordance with the National Incident Management System (NIMS), ICS can be expanded under NIMS and the National Response Plan (NRP) to accommodate a situation which may evolve from impacting a small area, to a regional, state wide, or national event.

A tremendous amount of public information exists on ICS, NIMS, and the NRP. The purpose of this EOP is not to recite this information, but rather to reference their role in managing incidents in Enfield. Parties operating under the guidelines of the Town of Enfield EOP are expected to already be familiar with their concepts. If they are not familiar, then they are strongly encouraged to become trained in these systems.

The main function of an incident command post is to act as a central point from which decision makers direct the operation. The incident command post should be located to maintain an overview of the entire problem area, and not too close. It must be in a safe well- marked location. All responding units should be informed where it is located.

The Incident Commander must remain at the incident command post and have all vital information coming from the fire ground or spill area. The Incident Commander will need access to data that will assist him in bringing the operation to a swift and safe conclusion.

In regards to hazardous material incidents, Connecticut Law dictates that the Incident Commander will be the senior fire officer present. However, in the event the incident evolves in size, and/or complexity, it may be necessary to transition to a Unified Command involving the senior officials from fire, police, and other relevant agencies such as emergency management or public safety.

Pre-emergency plans, including diagrams, sketches, maps, and disaster plan information should be available at this location. An apparatus status board and tactical logistics board can be helpful. They can be used to indicate the position of personnel and equipment and what they are handling and to coordinate the efforts of other agencies in the operation.

Other items that would be useful in keeping the incident command post running smoothly include: reference material, sampling and monitoring equipment, special protective cloth^ binoculars, chalkboards, adequate lighting, and a good communication capability.

The incident command post staff must deal with the areas of tactical operations, administration, communications, water supply, safety, medical treatment, and public information.

The operations officer is in charge of rescue, firefighting, and spill control. His men handle many functions ranging from extinguishment to runoff control. He must receive adequate reports from the various branches and divisions, and see that the information is correctly relayed to the incident command post.

Pre-emergency plans should be reviewed and the correct tactical operation must be utilized. The tactics can include extinguishment plus diking, control of vapors from liquid spills, protecting exposures while pesticides are allowed to incinerate, or ordering withdrawal to avoid injury.

The Administration aide is essential to the officer in charge. This person coordinates the other incident command post staff officers and is responsible for communications and record keeping, he makes contact with other supporting agencies such as CHEMTREC, Pesticide Safety Team, construction contractors, D.E.P., etc... Common radio frequencies are needed between fire companies. Be sure to stress the correct pronunciation and spelling of chemicals to avoid possible errors.

For an efficient operation, good communications must be maintained with all supporting agencies. For example notify sewer and water treatment plants if spills or runoff can possibly enter their systems.

The safety officer must establish a controlled perimeter. He must establish a decontamination station, if needed, and be sure everyone leaving the area be properly decontaminated. He should record the exposure time for those working near pesticides.

The Emergency Medical Service Branch of Operations will be the senior Enfield EMS official on the scene. This could be either the EMS Director or an EMS Supervisor. He will direct tire care of rescued and injured persons. This officer should be aware of pesticide poisoning symptoms and appropriate first aid procedures. He may need to establish a triage area, transportation for large numbers of people, and alert hospitals and poison control centers.

The Logistics Officer should know local sources for: earth moving equipment for dams and dikes, vacuum trucks for small spills, decontamination materials such as lime or soda ash, and absorbent materials.

A staging area should be established at a safe location where manpower and equipment can be amassed. During night operations portable lighting units will be helpful.

An elaborate incident command post involving all the people described may not be required at all emergencies. The tasks have to be performed, but may not be as complicated. One person may be able to handle several tasks.

D.E.C.I.D.E.

To guide your intervention during an emergency, and to minimize your personal risk certain basic decisions must be made. Decision making at emergencies calls for ERP to:

- Detect hazardous material presence
- Estimate likely harm without intervention
- Choose response objectives
- Identify action options
- Do best option
- Evaluate progress

Steps in decision making model explained:

- Detect Hazardous Material Presence. Critical to any emergency! if you are to act favorably, you must be aware that a hazardous material problem exists.
- Estimate Likely Harm Without Intervention. This is a difficult but indispensable step. You must visualize what is going to happen, and then describe the potential outcome. This process of defining your problem is most critical.
- Choose Response Objectives. Based on your knowledge of the problems, you must select the overall goals you want to accomplish - the harm you want to prevent. This becomes your strategy.
- Identify Action Options. With your objectives in mind, you must review the available options and resources to accomplish those objectives. Consider all practical options before you act. this step could be thought of as identifying your tactical options.

- Do Best Option. When you have multiple options, pick the option that provides a solution to your problem - the option with the greatest gain and the least loss.
- Evaluate Progress. After you decide what to do, make sure that what you expected to happen is actually happening. If not, review the problem and select another option to lead to the desired objective.

METHODS TO DETERMINE THE OCCURRENCE OF A RELEASE & TO ASSESS ITS IMPACT

Detecting A Release - There are several ways in which a hazardous material release can be detected:

- On-Scene Eyewitnesses - These are individuals who observe the release actually occurring as the result of an accident/release, hear a noise related to release or smell a particular odor. These parties will usually sound the initial alarm of an incident by calling 911.
- Automatic Monitoring Devices - These could be air monitors at a fixed facility with chemicals, or flow devices that detects a breach in a pipeline.
- Emergency Responders' Observations-Observations from Emergency Responders as they arrive at the scene' of an incident can ascertain if a release has actually occurred.
- Metering Devices - These are instruments carried by Enfield's Fire Departments and utility companies such as AIMS meters, Multi-Gas meters, *Dinger* meters which can be used to measure the presence chemical, possibly its type, and the extent of the release.

Assessing the Extent and Impact of a Release - There are a number of ways to assess the size of a release and the potential risks associated with it:

- Observations - This would consist of observing any plume from a chemical release, its direction of movement, and extent of the area covered.
- Metering - ongoing metering operations, particularly downwind, and downhill from the site of a release will assist in determining not only the extent of the release, but measure the amount of chemical present and if it is at a harmful level.
- Resource Manuals - These consist of (but are not limited to):

- DOT Emergency Response Guidebook (ERG)
 - CHRIS Manual
 - NIOSH Pocket Guide to Chemical Hazards
 - Tier II sheets for specific facilities
 - MSDS Sheets of specific chemicals
 - Shipping Papers - for transportation incidents. These are found in a pocket inside the drivers' door.
 - Freight Tram Conductor's Bill of Fare, which will list all the chemicals being transported.
- Simulation Models - the software program CAMEO can be used to plot a plume's movement. The Enfield Fire Department's Rescue 11 vehicle has CAMEO installed on a laptop computer. Additionally, several Enfield Public Safety Dispatchers will be attending CAMEO training in the autumn 2005 in order that simulation models can be conducted from the Emergency Operations Center.
 - Other Agencies - Other agencies can be contacted for assistance in determining the significance of a release:
 - Connecticut DEP Spills Control Hotline.
 - CHEMTREC
 - Trucking Company
 - Rail Carrier (such as CONRAIL)
 - Facility representatives
 - Manufacturer of the specific chemical

TACTICS FOR CONTROL OF HAZARDOUS MATERIAL SPILL

Hazardous Material leaks which cannot be controlled at their source may be controlled remotely from the container by diverting, diking, or retaining the spill. Personnel trained to the Operational level can take a defensive posture at hazardous material incidents. One of the duties that may be performed is controlling the substance from a remote location. Some ways we may accomplish that are:

- Diversion - Diverting is the controlled movement of a material to an area where the effects will produce less harm.

A flowing land based spill can be quickly diverted to another location by placing a barrier like dirt in advance of the spill.

- Diking - Diking is the use of a barrier which prevents passage of the material to an area of potential harm.

Dikes can be constructed from practically any available material. Several common items are: dirt, boards, roof ladders, pikes poles, and salvage covers. We even created a dike out of snow one time.

Construction of a dike by hands requires stamina and plenty of shovels. 30 minute air packs aren't going to last 30 minutes that's for sure.

Slow moving materials should be confined by building a circle dike. Faster moving products can be confined by using a "V" shaped dike in a low area.

When possible, dike construction should begin with large materials for reinforcement followed by an outer layer of lighter material such as dirt. If time permits a salvage cover can be placed between the layers.

- Retaining - Retaining is the temporary containment of the material where it can be absorbed, neutralized, diluted, or picked up.

At incidents where Hazardous Materials cannot be diverted or diked, retention provides a third alternative.

In some cases it may be advantageous to retain Hazardous Materials in a basin or constructed pit. This technique may be as simple as placing a 5 gallon bucket under a dripping valve or elaborate as using excavation machinery.

Think if you had a tanker overturn and rip its cargo tank open spilling thousands of gallons of product and that material is flowing toward a stream. The spill is too large to dike or divert so you may have to have a pit excavated to catch the product.

Safety Regarding Hazardous Material Spills Before committing personnel and equipment to the spill area, some careful considerations should be given to the destructive characteristics of the Hazardous Material. You must consider:

- What protective clothing and equipment will be required for emergency personnel as well as equipment operators.
- Will the product, such as an Oxidizer, react to water or materials used for dikes, retention structures, etc....
- Will vapors accumulate after the product is controlled? Are the vapors corrosive, in which case you may want to neutralize with lime or soda ash. Are the vapors flammable, in which you may want to layer foam over the spilled material to suppress the vapors. Are the vapors toxic, in which you may want to suppress the vapors with foam or water.
- What are the physical limitations of your people? Is it reasonable to ask 3 firefighters to dike a spill of 1,000 gallons or more? Always consider the physical and psychological strain they are under.

TACTICS FOR FIGHTING HAZARDOUS MATERIAL FIRES Last, but not least we're concerned with Hazardous Materials involved in fire. As discussed in Size Up, you first must ask yourself a few critical questions. Most important of course is to identify what's burning. We also want to know how it will react under fire conditions, will it explode, will it decompose rapidly, is the smoke or vapors toxic. What type of container is the material in, drum, package, tanker, railroad car, etc... What is the exposure risk. And are your resources adequate. Is there enough manpower to stretch supply and extinguishing lines. How about evacuation? The police and their auxiliaries and mutual aid will probably have to be called in. Is there enough equipment available to fight this fire, can you set up a water shuttle or hose relay. Do you have enough extinguishing agent to adequately confine, control, and extinguish fire?

Hand in hand with evaluating the resources available is an evaluation of the threat assessment of the area.

If the threat to life and property is minimal and your resources are adequate you would probably initialize an offensive attack.

However, if the threat to life and property is high, and adequate resources are not available, you may take a **CALCULATED** and **CAREFUL** risk and make a limited offensive attack until the life problem is secure.

If, however, there is a chance you may lose firefighters, you may want to withdraw and initialize a defensive attack.

If an attack is planned you must have the proper agent and application for the fire must be capable of being maintained. This goes back to selecting the proper agent.

If you have a storage tank full of fuel oil you may want to use protein foam, or perhaps you have an alcohol based solvent, you may have to use an alcohol foam. Perhaps you can use dry chemical.

A fire in a tank or tanker you need at least 500 g.p.m. for a fire impinging on the tank. You should be capable of maintaining this for a few hours.

Lets take a look at a few specific problems with fire control.

Flammable Gas - The following is a guideline for fighting flammable gas fires such as L.P.G. in a tank or tanker:

- Do the flames come in contact with the tank shell itself? If not, there is no immediate risk of fire at the tank. Generally radiant heat alone will not overheat the shell of a tank.
- If the flame is coming in contact with the shell, determine the liquid level in the tank from the frost line. If the flames impinge below the liquid level there will be a pressure buildup of vapors and the relief valve will operate with possible ignition. It will be necessary to cool the tank above the liquid level to reduce pressure in the tank and reseal the relief valve.
- If the flame heats the shell ABOVE the liquid level a serious condition can develop quickly.
- Flames impinging on the tank above the liquid level will cause tank shell to overheat and bulge.
- Shell must be kept cool by playing solid streams over top of tank while staying at as safe a distance as possible.
- Use hand lines until long range monitors can be set up.
- Approach tank only from the side. When tanks rupture they usually rocket away with great violence from the ends.

- Begin cooling tank as early as possible and fan straight streams back and forth over tank.
- Because the shell is made of ductile steel, there is no chance of tank shell failure caused by water being applied to hot metal.
- Use auxiliary streams to protect nozzle men.
- Streams must be played back and forth over entire top surface to gain uniform cooling.
- If vapors, which have ignited at relief valve, diminish, good cooling is being accomplished.
- Nozzles should then be adjusted to fog and approach to tank started. Continue to fan tank with water.
- As control is gained 30 degree fog nozzles should be used to obtain best cooling.
- The final stage consists of moving in with wider fog patterns, size up and prepare to shut off the source of the fuel.
- If the source of the fuel cannot be shut off, cooling of the tank should continue until fuel burns itself out.

Flammable Liquids - If you have a fire involving a flammable liquid, you are concerned with the aspect of the spread of that material as it burns. Is it confined to a tank or dike or do you have a flowing fire?

Further consideration may have to be given to the type of flammable liquid, a hydrocarbon, or alcohol, and is it a class I or II flammable. The latter refers to flash point and will give us a key to your ability to extinguish it and which agent to select.

Flammable Solids - When confronted with a flammable solid involved in fire you ask yourself the same questions relative to a spill and where the material is going.

In the selection of an extinguishing agent, you should be concerned with the water reactivity of that flammable solid.

By looking at the Flammable Solid Placard it will tell you if its water reactive if it has a "W" with a slash through it. All water reactive, flammable solids must be placarded.

Oxidizers - It should be noted at this time that Oxidizers themselves usually don't burn but do render other materials highly flammable by raising the concentration of Oxygen.

Oxidizers can be subjected to heat and decomposition in a given situation. Therefore we want to know if the Oxidizer is in an open or confined situation.

If it is in an open fire you may be effective with deluging it with large quantities of water.

If it is involved in a closed area such as a warehouse or boxcar you may have a potential for explosion because of the compression, heating, and decomposition of the Oxidizer.

Poisons and Toxic Materials - These produce a major hazard because of the spread of the material in smoke and water run-off.

All personnel must wear both full protective clothing and breathing apparatus.

The run-off must be contained and decontaminated.

Downwind of the incident you may have to consider evacuation and at least have assistance in monitoring the area.

Explosives - It is highly recommended that if a cargo fire is evident DO NOT attempt to fight the fire - evacuate the area.

If it is a tire fire, water and dry chemicals are effective agents, but you must recognize that a tire fire will easily rekindle. You should see that the tire is removed from the vehicle before you leave the area.

In an engine fire, particularly after extinguishment, make sure the batteries are disconnected.

A fire in the body requires you to make a rapid evacuation in determining that the fire is confined strictly to the body. Remember, however, the difference between the body and the cargo may be less than an inch.

INCIDENT MANAGEMENT SUMMARY

Now that we have gone through some basic tactics lets summarize some emergency actions to be taken at Hazardous Materials incidents:

- Notify the Police, and Department of Environmental Protection Oil and Chemical Spills Division - Emergency Response Team 566-3338.
- Approach the suspected releases of Hazardous Materials from the uphill, upwind side. Response personnel must be alert for breached containers, spills, vapor clouds, and unusual odors. Do not touch any spilled material, breathe any smoke, fumes, or vapors.
- A Command Post should be set up to aid in organizing all responding personnel and agencies.
- Eliminate all sources of ignition such as flares, flames, sparks, smoking, flashlights, gas and diesel engines. Do not drive into or through any vapors or spilled materials.
- Initial actions should be directed towards isolating the area and denying entry until the materials involved can be identified. Some methods of accomplishing this are:
 - Set up barriers such as cones or fire line tape, to control access.
 - Isolate single floors or areas of building rather than evacuating an entire building.
 - Use police officers to establish a perimeter if it can be accomplished without risk to unprotected personnel.
- The location of the isolated area must be communicated to the incident commander and all responding personnel.
- The use of staging areas can assist in controlling both companies and personnel not immediately needed on the scene. Parking lots serve as ideal staging areas.
- Determine the Hazardous Materials involved. Obtain the correct spellings of all chemicals.
- Determine the hazards of the materials using available resources such as the Guidebook, CHEMTREC, Conrail, D.E.P..
- If evacuation is necessary, priorities must be established, in general, effective evacuation cannot be accomplished without assistance from the police. Few fire departments have the ability to release most of their crews for evacuation operations. These questions should be resolved before an incident in the planning stages.

- If evacuation is needed how do we know how far to evacuate? The D.O.T. Emergency Response Guidebook.
- Rescue injured if possible, consider all hazards. Use all available resources: safety lines, airpicks, protective clothing, etc.
- Operate under the Incident Command System. If warranted, transition from a single Incident Commander to Unified Command.
- A variety of different type protective clothing are available. These can be broken down into four basic levels as it relates to the needs of the firefighter:

LEVEL A - Fully Encapsulating: Vapor/gas tight suit with integral boots and gloves. Self Contained Breathing Apparatus (SCBA) inside suit or equipped with airline and escape. Communications inside suit.

Only personnel trained as 40-hour Hazardous Material Technicians or the more complex Hazardous Material Specialist level can wear Level A suits.

There exists in Enfield a Special Operations Team (SOT), which is a conglomeration of firefighters from the 5 fire departments. A number of members on the SOT are trained Haz Mat Techs, and can wear the Level A suits in order to perform rescue operations. The SOT does possess Level A suits.

LEVEL B - Non-Encapsulating: One or two piece chemical splash suit, with boots and gloves. May be a partially encapsulating suit, the boots and gloves are not integral part. SCBA is outside of suit.

In addition to Haz Mat Techs and Haz Mat Specialists, only personnel trained at the Hazardous Material Operations level can wear Level B suits. In Connecticut, all firefighters are required to be trained at the Haz Mat Operational level.

LEVEL C - Non-Encapsulating: Same suit and material as Level B, except an air purifying respirator is used instead of SCBA.

LEVEL D - Structural Firefighting Gear: Not chemical protective.

- Understand the nature of the Hazardous Material before applying water or any other firefighting agent.
- Prevent spilled material and water from firefighting from entering sewers, waterways and buildings.
- Stabilize the scene and await for instructions from D.E.P. before beginning recovery procedures. Use this time to check personnel and equipment for contamination.
- Decontaminate personnel and equipment. These procedures will be discussed later.

ESTABLISHING & DEFINING HAZARD ZONES

One of the duties and responsibilities of the Fire Department under the Town of Enfield Emergency Response Plan is to establish Hazard Zones.

Initial zones should be established by utilizing air monitoring or detection equipment. The zones should be physically marked in some manner and continuously monitored to redefine the zones as the incident progresses. The first step toward gaining control of any hazardous materials incident is to isolate the people from the problem.

Defining Zones

Hot Zone - Exclusion zone or restricted zone. The zone where contamination can or does occur. An entry and exit point must be established. Access is limited to only those persons required to control the incident. Prescribed levels of proper protective clothing shall be worn.

First Responder Operational personnel generally do not belong in this area.

Warm (Intermediate) Zone - Decontamination zone. The zone between the hot and cold zone. Personnel and equipment go through a transition from dirty to clean in this zone. Provides a buffer zone should there be a wind shift.

First Responder Operational personnel may operate in this area if wearing the appropriate protective clothing.

Cold Zone - Outermost zone, considered as non-contaminated or clear. Support systems, Command Post, and equipment are located in this zone.

Hazard Response Levels - Levels of response will be defined according to the following release conditions:

Level 1 - an insignificant release which can be cleaned up quickly and easily. This level poses no threat to public health and safety, poses no potential for a fire or explosion involving a hazardous chemical, and will not result in a significant impact on the environment.

Level 2 - a release which results in potential or imminent impact on the environment, but poses no potential for fire or explosion, nor threatens public health and safety.

Level 3 - a release which results in damage to the environment, involves a potential or imminent fire or explosion, or poses a threat to public health and safety.

Level 4 - a release which results in damage to the environment, involves fire or explosion, and immediately threatens public health and safety.

RADIOACTIVE EMERGENCIES

The use of Radioactive Materials is widespread in today's technology. Radioactive Materials are used in industry, research, laboratories, medical facilities, hospitals, etc... Although accidents involving Radioactive Materials have been infrequent, the fire service must recognize accidents will and do occur. Therefore it is important that firefighters realize the potential when Radioactive Materials are present. You should also be aware of techniques that firefighters can use to limit these hazards. As with other Hazardous Materials, knowledge is the main weapon. A basic understanding of the types of radiation and their effects is one of the most important factors in combating these materials.

Alpha Radiation - Alpha particles do not present a penetration hazard to humans. These particles can be stopped by a piece of paper or a layer of air a few inches thick. Even though Alpha Particles can be easily stopped from penetration, they still present a high hazard to humans if they are ingested, inhaled, or enter the body through an open wound. Alpha Radiation is the most difficult type to detect. A special Alpha Survey Meter must be used within a half inch of the contaminated area. Alpha Radiation is commonly found in elements such as plutonium, uranium, and cesium. Firefighters should wear full protective clothing and breathing apparatus.

Beta Radiation - Beta particles have a greater penetration capability than Alpha particles do, but are less hazardous. Beta Radiation can be shielded by a thin piece of metal and/or moderate distance. Beta Radiation is easier to detect than Alpha and is commonly found in most

Radioactive Materials. Full protective clothing and Positive Pressure breathing apparatus should be used.

Gamma Radiation - Most difficult type of radiation to shield. Gamma rays can easily penetrate most materials, with the extent of penetration depending on the strength of the Gamma source. THESE ARE HIGH HAZARD.

X-Rays - X-Ray machines present little or no hazard to firefighters as long as the power is shut off. X-Rays can be as powerful as Gamma rays and should be considered an immediate hazard if the machine is in operation.

- **Pre-Planning** - Pre-planning is obviously important to the safety of firefighters involving Radioactive Materials. The exact location of these in a building should be known. Determine what materials may be involved, shape, size, and number of containers.

Radiological Specialists - His name and number of the persons responsible for Radioactive Materials in specific locations should be known and marked on Pre-Plans. Name and numbers for alternates should also be known. Notify immediately the State Police and request Radiological Emergency assistance, 1-800-842-0200.

EMERGENCY OPERATIONS

In many cases, firefighters will be the first emergency personnel to arrive on the scene of a Radioactive emergency. Since it could be a matter of hours before anyone more knowledgeable arrives, fire service personnel must know how to care for themselves during this initial period.

The approach to an incident involving Radioactive Materials must be upwind in all cases and if possible from uphill. The direction of the wind can be determined by observing smoke from fire or chimney, leaves, etc.

The establishment of a Command Post is necessary to ensure all activities are controlled from a central point of authority. The Command Post should be as close to the incident as possible but in a safe position.

The emergency plan should then be formulated. The plan based on a size-up should include zone control, firefighting, rescue, and decontamination.

Size-Up - Conditions must be evaluated carefully and quickly. One of the first things that must be done is to contact the people in charge of the facility or the manufacturer. These people can furnish valuable info and guidance.

Information must be obtained concerning the extent of the fire or explosion, and if Radioactive Materials have been released, the approximate number and location of injured or contaminated persons and possible continuing dangers.

Wind direction and type of radiation loose in the atmosphere.

Are victims still exposed to radiation, are they trapped.

What type of ventilation is in the facility. What difference would that make?

- Radiation vented to the outside air.
- Vented to other parts of building.
- Or filtered out.

Zone Control - Control Zones for the relative hazards should be established. Three main Zones should be roped off. A Hot Zone, Intermediate Zone, and Cold Zone.

Size and location of the Radioactive release, weather conditions, and type of material are factors used in determining zone boundaries.

The center of the Hot Zone should be the point where the Radioactivity is the greatest. Hie boundaries should be flexible and large enough to encompass all Radioactivity, suspected areas of contamination, and areas wet with runoff water.

The Hot Zone can be reduced in size as portions of the Zone are determined safe.

If airborne radioactivity is particularly heavy the downwind area may be included in the Zone.

The Intermediate Zone acts as a buffer between the Hot and Cold Zone. Emergency gear is passed from this zone to the rescuers in the Hot Zone.

The Intermediate Zone is where the victims are given first aid and are decontaminated.

The Cold Zone includes areas that are free of contamination. The rescue operations are directed from this area and officials and utility crews standby there.

Zone access should be controlled to prevent unauthorized entry or exit of personnel or removal of equipment that has not been checked of contamination. This is important because access in and out of the Hot Zone can spread contamination.

Firefighting - Fires should be extinguished with as little water or extinguishing agent as possible. If the fire is small to moderate size, extinguish quickly.

Do not overhaul the fire, just extinguish and withdraw. Contain all runoff.

If there is a risk in extinguishing or the fire is large, consider letting it burn. If the fire is allowed to burn, a larger evacuation may be necessary.

The Hot Zone for radioactive fires should extend at least 1,000 feet downwind.

Rescue - A rescue team's first objective is to protect the victim from secondary injuries including further exposure to radiation. They should then concentrate on first aid, preventing the spread of radioactivity.

The method of search and the priority of rescue maybe altered drastically because of the problems posed by Radioactivity.

To prevent injury to themselves the rescuers should know their permissible rate, and limit the length of time they will be exposed in the Hot Zone.

It is important to determine the maximum radiation dosage that emergency personnel are permitted to receive. The following is a commonly accepted criteria for exposure of emergency personnel:

- ° Emergency personnel should not be exposed to 25 roentgen source for over one hours.
- ° On prolonged operations personnel should be rotated so that no one individual receives an excessive radiation dosage.
- ° For some Radioactive Materials the biological effect may not show up for an extended period of time, as long as twenty years.

Fire Service Special Operations Team (SOT). - There exists in Enfield a SOT which is a conglomeration of firefighters from the 5 fire departments who are trained for unique situations, to include confined space and hazardous material rescues. A number of these

personnel are 40-hour Haz Mat Techs, which allows the wearing of a fully encapsulated Level A suit in order to perform live-saving rescues from a hazardous material environment. The SOT also carries decontamination equipment.

The Incident Commander may wish to special call the SOT to an incident in order to affect such rescues where Level B and firefighter gear cannot be worn in the contaminated, hot zone environment. In such cases, the SOT would be used for life-saving rescues, and not necessary for spill containment, which could be subsequently done by a Haz Mat Specialist from a DEP authorized spill firm, or by one of the Regional Haz Mat Teams in Connecticut. Rather, the SOT would affect rescues during the first hour of an incident while other forms of assistance, to include the Regional Haz Mat teams are still responding.

While Haz Mat Techs are affecting rescues,, the decontamination line/process could be done by firefighters trained at the mandated Haz Mat Operational level. This could initially be in the form of a "gross" decon using hose lines under lower pressure, while the more extensive decon station is being assembled. That way victims retrieved by the SOT Level A team from the hot zone, can be stripped, quickly decontaminated in the warm zone before being medically triaged and treated by EMS personnel in the cold zone.

Priority - The intensity of the radiation may make a rescue attempt unsafe.

It may be necessary to make difficult decisions. If, for instance, a victim, though alive, have received a lethal dose of radiation, rescuers should not jeopardize themselves by attempting rescue. Instead they should assist those, though more seriously injured, will be more likely to survive.

This recommendation may sound harsh, but it is far better to lose a victim than lose a victim and a rescuer.

Such decisions may be extremely difficult to make, but they must be made otherwise the entire rescue operation may fail.

DECONTAMINATION

Decontamination is the process of making people, equipment, and supplies safe by eliminating poisonous or other harmful substances.

This process is one of the most critical steps in resolving Hazardous Material emergencies, and yet few fire departments devote proper attention to it.

Decontamination can be conducted by firefighters who have been trained to the hazardous material operations level. These personnel can wear either Level B or C protective clothing while decontaminating victims and/or other responding personnel.

Methods of Decontamination - There are three acceptable methods of Decontamination. They are: Dilution, Absorption, and Chemical Degradation.

Dilution uses water to flush Hazardous Material from protective clothing and equipment. The advantages of water are its speed and economy. Its disadvantages are possible reactivity with some chemicals and pollution created by runoff. The application of water to nonreactive chemicals, only reduces concentrations it does not change the material chemically.

Absorption is the process of picking up the Hazardous Material to prevent the contaminated area from enlarging. This technique is used primarily for decontaminating equipment and property and has limited application for decontaminating people.

The most readily available absorbent is soil. Other acceptable materials include fine sawdust, sand, or commercially available products similar to Speedy Dry or Kitty Litter.

The advantages of Absorption techniques are their ability to minimize surface areas of spills, their inexpensive and readily available.

Several disadvantages are that absorption materials are limited to flat surfaces. Hazardous Materials confined by an absorbent remain chemically unchanged and retain their original health and safety hazards.

Chemical Degradation alters the chemical structure of Hazardous Material. The most commonly used chemicals for degradation are Household Bleach, Household Drain Cleaner, Hydrated Lime, Liquid Household Detergent, and Ethyl Alcohol.

The principal advantage to Chemical Degradation is the Hazardous Material is rendered less harmful than it was prior to decontamination. Chemical degradation should not be used on personnel.

The disadvantages are time restrictions required to determine the right chemical for the job and immediate availability of the material needed.

When decontaminating victims, it is imperative to remove as much of their contaminated clothing as practical. Removing clothing will reduce approximately 85% of tire contaminant. As the same time, efforts must be made as much as is possible, to respect a victim's modesty.

Gross Decontamination - When a victim's life lies in the balance, and a detailed decontamination station has not been established due either time and/or resources, it may be necessary to conduct gross decontamination. Under these circumstances, there is a good possibility that the victim may be incapacitated.

Gross decontamination consists of:

1. Removing a victim's clothes.

- Copious flushing of the victim with water from a fire hose operating at reduced pressure.
- Medical triage and treatment of the patient prior to transport to a medical facility.

Once again, gross decontamination should be conducted when a victim has been severely injured and a life-threatening situation exists.

EMS personnel transporting the patient to the hospital must convey to Emergency Room personnel that only gross decontamination has been conducted. All hospitals in Connecticut have available to them detailed decontamination stations so incoming patients can be decontaminated prior to entering the Emergency Room.

Site Selection and Management - Before beginning decontamination the incident commander must decide how much decontamination is necessary and to what extent will it be done at the scene. This decision should be based on the answer to several questions.

Are existing resources immediately available to decontaminate personnel and equipment? If not, where can they be obtained and how long will it take to get them?

Can decontamination be done safely? Dilution for example may be impractical due to cold temperatures or may create an unacceptable risk to emergency personnel.

Can equipment be decontaminated? The toxicity of some materials may render equipment unsafe. Disposal may be the only method of decontamination.

Selection of decontamination site should be based on access to site from hard surfaced roads, water supplies, and proximity to environmentally sensitive areas such as streams and ponds.

Ideally, decontamination sites should be close to the incident to prevent the spread of contaminants. Decontamination done at sites remote from the incident, e.g. fire stations, hospitals, complicate the procedure. Nevertheless decontamination is sometimes impractical at one location and may need to be done at several locations.

An upwind, uphill, area is an ideal area for decontamination site but sometimes is impractical.

Shifting winds and moving gas clouds should be considered so one decontamination site is functioning it won't have to be moved.

When a decontamination site has been selected, an isolation perimeter should be established to mark the contaminated area. This warns the firefighters and tells the contaminated personnel where to go for decontamination.

If extensive decontamination is required, someone should be placed in charge of the operation. This person will communicate with the experts and manufacturers to determine the appropriate technique for decontamination, how much decontamination is required, and how much will be completed at the incident.

In October 2012, the Shaker Pines Fire Department received on the State of Connecticut's Mass Decontamination Shower Trailers. It is stationed in the Shaker Pines' fire station on Bacon Road.

Clean-Up - While decontaminating, avoid direct contact with equipment. Brooms and pitchforks can be used to apply agents and move equipment. Protective clothing and SCBA must be worn unless proven to be unnecessary.

Cotton jacket fire hose should be cleaned and thoroughly rinsed after exposure to Hazardous Materials and should be pressure tested to ensure safe performance.

Fire Apparatus should also be completely washed and rinsed. Engines exposed to toxic dusts should have their air filters removed and replaced. Vehicles exposed to corrosive vapors should have their engines inspected.

Immediately following decontamination personnel should be provided with as much data as possible about the material. Follow-up examinations should be scheduled with medical personnel and records maintained for future reference by the individuals' doctor.

Responsible Party - The individual, company or organization whose actions resulted in the release of a hazardous material.

COMMAND & CONTROL OF HAZARDOUS MATERIAL RELEASES

Methods for Determining the Occurrence of a Release - A release will be identified by either a facility representative, or the general public.

The general public will identify a release by observing a transportation accident, hearing an explosion, seeing and/or smelling a plume, etc.

Employees of facilities within the town also utilize the senses of sight, smell, and sound in the work place. Detection equipment which is designed to monitor for specific chemicals at a site are also used by several facilities to aid in determining if a release has occurred.

Initial Reporting and Response - All initial reports of hazardous material releases will be received by the dispatcher located at Police Headquarters. The facility representative or private citizen reporting the release can contact the dispatcher by calling the Police Department or by dialing 911.

The Enfield Public Safety dispatchers do maintain hazardous materials information within their computer system.

The dispatcher will collect the pertinent information concerning the release and dispatch the fire department and the on-duty police supervisor. As additional information is received, the dispatcher will contact the district fire chief, and the on-duty police supervisor to relay the necessary information. Based on the nature of the incident, and its significance, the Emergency Response Coordinator (Town Manager and/or Assistant Town Manager) will be contacted through the Police Department's established notification (chain-of-command) procedures. The decision to initiate such notification will be made by either the Incident Commander, or the senior police supervisor on-duty.

The fire and police departments will be dispatched to the scene, and communications will be established with the Incident Commander (see Appendix G for Communication Plan). The dispatcher will also notify the water companies of the release.

Based on the extent of the incident, the Public Safety Dispatcher can "cross patch" the Police, Fire, and DPW radio frequencies. The dispatcher also designates a separate incident frequency for radio transmissions.

The first responding units to arrive at the site will begin to assess the situation. Upon arrival, the Incident Commander will establish contact with the On-site Authority and those first responders essential to establish the necessary response level.

If necessary, the Police Department will dispatch ambulances to the scene. If additional ambulance support is needed, the Emergency Response Coordinator will contact ambulance services in surrounding towns (see Appendix M). Medical personnel will be instructed to report to the Incident Commander at the Incident Command Post to be instructed on special precautions which must be taken due to release conditions.

Command and Control Based on Release Conditions:

Level 1 Response - If the Incident Commander determines the release is not significant and requires a Level 1 response, he/she will notify the Emergency Response Coordinator of the situation and direct operations.

The Incident Commander will notify the State DEP.

Within 12 hours of the release, the Incident Commander will notify the North Central District Health Department of the incident, actions taken to control the spill, and any disposal of used material which will be required.

Disposal of the contaminated materials will be coordinated by the North Central District Health Department through Public Works, the district fire department, and the State DEP, if needed.

Within 24 hours of the release, the Incident Commander will contact the State DEP. He/she will report all necessary information concerning the incident.

Within one week after clean-up of the site, the North Central District Health Department will submit documentation of methods used to dispose of contaminated materials, as well as the identity and location of the landfill to where such materials were taken, to the Emergency Response Coordinator. This documentation will be maintained in the LEPC's files for public access.

Level 2 Response - If the Incident Commander determines that the release poses a threat to the environment, but does not threaten public health and safety, nor involves the risk of fire or explosion, he/she will:

- Notify the EOC of the situation.

- Define the Hazard Zone from which non-essential personnel will be restricted.
- Establish an Incident Command Post in an easily accessible location which is outside the Hazard Zone.
- Direct activities of all responders and support personnel involved at the scene.

Upon notification of site conditions, either the Incident Commander or the Emergency Response Coordinator will immediately notify the State DEP of the release. If necessary, she/he will go to the EOC to provide support to the Incident Commander with information concerning the material involved, using the Emergency Response Committee's files and contacting various State and support agencies (see Appendix H), and to identify sensitive areas which may be at risk using the Risk Analysis Map.

At any time the Incident Commander may upgrade or downgrade the response level.

For a Level 2 response, the fire department will attempt to stabilize and contain the spill. If additional supplies or equipment are needed, the Incident Commander will notify the EOC, which will contact appropriate emergency supply sources and have such supplies delivered to the release site (See Appendix 1).

If the release is beyond the capabilities of available personnel and equipment to control, the responsible party shall be directed to immediately call a licensed spill contractor to manage the spill. Appendix J lists the permitted spill clean-up contractors. If the responsible party is unknown, unavailable, or uncooperative, the State DEP will be contacted to authorize the services of a spill contractor.

Once the release has been controlled, the Incident Commander will inform the North Central District Health Department of the incident, actions that were taken to control the spill, and any disposal of used material which will be required. If the release required the services of a spill contractor, clean-up will be performed by the contractor. If the release did not require the services of a spill contractor, disposal of used materials will be coordinated by the North Central District Health Department through the Public Works Department and the fire department in coordination with the State DEP. If these agencies determine that clean-up is beyond their capabilities, a spill contractor can be contacted. The Health Department will monitor the site clean-up.

Within one week after completion of the clean-up, the North Central District Health Department will submit documentation to the Emergency Response Coordinator of the methods used to dispose of contaminated materials, including the identity and location of the landfill to which

such materials were taken. This documentation will be maintained in the LEPC's files for public access.

Level 3 Response-If there has been a fire or explosion involving hazardous materials, and there is a potential threat to public health and safety, the Incident Commander will: 1. Contact the EOC and advise them of the situation.

- Define the Hazard Zone from which all non-essential personnel will be restricted.
- Immediately direct police to areas which must be inaccessible to the public and call for additional Police Department personnel as needed.
- Set up an Incident Command Post in an easily accessible location which is outside the Hazard Zone.
- Direct activities of all responders and support personnel involved at the scene and authorize entrance into the Hazard Zone.
- Maintain contact with the EOC, informing them of additional information, personnel, and equipment needed.
- Upon notification of site conditions, the Incident Commander or the Emergency Response Coordinator will immediately notify the State DEP and the North Central District Health Department of the nature and severity of the release. The EOC will immediately contact those agencies whose services were requested by the Incident Commander.

Responding personnel will be instructed to respond only to the Incident Command Post. They will be informed of its' location and a safe route which can be used to get there.

Once the initial contacts have been made, the EOC will maintain constant communication with the Incident Commander. The EOC will appraise the Incident Commander of any sensitive areas which may be at risk. The EOC will also be responsible for contacting and dispatching needed resources to the Incident Command Post at the request of the Incident Commander.

The EOC will gather information concerning the chemical involved and forecasted weather conditions. Based on the amount of material released, current release conditions, and information collected by the EOC, the Incident Commander will determine the areas most likely to be affected by the release, and may call for standby status of personnel involved in evacuation procedures in the event the situation is upgraded to a Level 4 response.

Notification of an emergency will be made via the news media. This will be coordinated by the EOC. In addition, EOC will coordinate the use of other emergency personnel to enter those neighborhoods which are at risk and inform the residents. This may through tire use of other fire departments contacted through mutual aid, police personnel, and other personnel as required. Personnel responsible for notifying residents in a neighborhood may utilize emergency vehicle sirens and public address systems, and door-to-door contact. Information concerning the release will be given to the media from the EOC. Within the EOC, a Public Information Officer will be designated to coordinate this operation. Tire EOC will contact tire local radio, television, and cable television stations to provide them with initial and subsequent bulletins for the public (see Appendix K for Medial Telephone listing).

For a Level 3 response, fire department personnel will attempt to stabilize and contain the spill. If the release is beyond the capabilities of available personnel and equipment to control, the responsible party will be directed to immediately call a licensed spill contractor. If the responsible party is unknown, unavailable, or uncooperative, theState DEP will be contacted to authorize the services of a spill contractor.

Once the release has been controlled, the Incident Commander will inform the North Central District Health Department of actions taken to control the spill. The Incident Commander will also brief the Health Department on the removal and disposal of the used material which will be required. Removal and disposal of used materials will proceed as in a Level 2 response.

Level 4 Response - Personnel involved in a Level 4 response will follow the same command and control plan as in a Level 3 response. However, this type of release poses an immediate threat to public health and safety. A full-scale evacuation of the public and nonessential personnel from a defined Hazard Zone will be implemented (See Appendix L for Public Notification and Evacuation Plan).

BIBLIOGRAPHY

Author Unknown, Tactics On Handling Hazardous Materials, Washington D.C.; LS.F.S.I, 1988

"

Haz Mat Response Team, Oklahoma; Fire Protection Publications.

I.F.S.T.A., Firefighter Occupational Safety. First Ed, Oklahoma; Fire Protection Publications, 1973. "

I.F.S.T.A., Hazardous Materials for First Responders. First Ed., Oklahoma; Fire Protection Publications, 1988.

National Fire Protection Association, Fire Officer Qualifications N.F.P.A. No. 1021, Quincy; N.F.P.A, 1981.

National Fire Protection Association, Fire Protection Guide On Hazardous Materials, Fifth Ed., Boston; N.F.P.A., 1973.

Noll, Gregory G., Managing Hazardous Material Accidents, Washington D.C; International Fire Chiefs Foundation.

Noll, Hildebrand, Yvorra, Hazardous Materials - Managing the Incident Oklahoma; Fire Protection Publications, 1988.

State of Connecticut, Department of Environmental Protection, Emergency Action Guideline For Hazardous Material Incidents And Petroleum Product Spills, Hartford, CT.

TERRORISM AND BIOCHEMICAL WEAPONS **OF MASS DESTRUCTION**

OVERVIEW

The terrorist attacks in New York City and Washington, DC on September 11, 2001 and the subsequent anthrax incidents have necessitated an increased focus on terrorism and biochemical threats. As a result, the Emergency Operations Plan (EOP) has been adjusted to include an entire chapter on this subject.

The Enfield Police Department has issued specific orders to its personnel on the handling of suspicious mail and packages. A copy of that protocol is part of this chapter. Additionally, the Federal Emergency Management Agency (FEMA) has developed an extensive set of guidelines that has been included in its entirety within this chapter. This information has been extracted from "Guide for All-Hazard Emergency Operations Planning: State and Local Guide (101), Chapter 6, Attachment G - Terrorism." It can be found from FEMA's Website: www.fema.gov.

GENERAL MONITORING & RESPONSE PROCEDURES

Since September 11, 2006, the Federal government has implemented the National Homeland Security Threat Level system. Additionally, 9/11 and the subsequent anthrax incidents has greatly raised the need for the general population to be alert to threats of terrorism.

The primary factor for determining the appropriate level of security and emergency preparedness on a national and worldwide level is be the National Homeland Security Threat Level (Green, Blue, Yellow, Orange, and Red). Both the Federal and State Departments of Homeland Security will issue specific guidelines to municipalities based on the current threat level.

Additionally, basic monitoring of major events of a regional, Statewide, national and worldwide level through the news media will determine the appropriate level of security and emergency preparedness.

- Information received from either of the two preceding paragraphs will be shared with local emergency responders and critical agencies through an e-mail network maintained by the Director of Emergency Management.

In the event a suspected incident occurs that involves terrorism and/or biochemical weapons of mass destruction/ then emergency responders have been recommended to treat the scene as a criminal hazardous materials event. Unless directed otherwise by the appropriately certified authority such as State Department of Environmental Protection (DEP) Emergency Spills Unit, a defensive, hazardous materials posture will be taken by all units operating at the scene.

This EOP has a chapter titled, "Tactics for Handling Hazardous Material and Radioactive Emergencies." It was written by the fire service and is recommended to serve as a guideline for incident commanders in addition to the FEMA guidelines.

In general, response procedures may consist of, but not be limited to the following:

- ° Protect emergency responders from becoming contaminated and always consider the presence of secondary devices.
- ° Contact Enfield Police.
Isolate the scene.
- ° Isolate personnel who may have come in contact with the substance.
- Attempt to identify the material product and obtain pertinent product information.

° Protect emergency responders from becoming contaminated.

° Contact State DEP Emergency Spills Unit (EMERGENCY 24-HOUR PHONE NUMBER: 424.3338).

° Contact North Central Connecticut Health District.

- Undertake additional measures as warranted and based on the advice/direction of appropriately certified authority such as DEP Spills Unit, Health District.

It should be anticipated that an expanded operation might occur in terms of time and personnel commitment depending on available state resources.

The following is the procedure that has been developed to handle suspicious packages and mail received by businesses and citizens:

- If a suspicious letter or package has been received and has not been opened, the responding officer shall, prior to handling the item, place two pairs of gloves on his hands, and then place the package or envelope in three plastic bags, double glove and triple bag. The triple bagged envelope or package will be transported in the trunk of the cruiser to headquarters, it is not to be brought into the building, but rather brought to the area of the bicycle storage shed where you will find a hazardous materials barrel with a lock. The key is kept in the headquarters commander's office. Place the item in the barrel and relock it.

This assignment will be a case and the EPD seized property form will be made out. The yellow and pink copies will be placed in the court officer's slot. The gloves that were worn are to be treated as biohazard and to be disposed of in the proper manner. The court officer will then transport the item to the state lab for testing.

- If upon being dispatched to the scene and the arriving officer finds that the envelope or package has been opened, and the contents, i.e, powder has spilt, the following procedure shall be followed:

- Request the district fire department to respond, if not already responding. Immediately seal the area of the spill off.
- Persons who have had direct contact are to be segregated away from the area of contamination, obtain name, date of birth, address. They may wash or shower to remove the powder. If they have a change of clothes, they may change but bag the clothes they were wearing at the time of the spill.
- Make sure that DEP has been called.

- Make sure that the Assistant Town Manager has been notified,
- Any persons who have not been in direct contact may continue about their business.

PANDEMIC HEALTH INCIDENT& MASS IMMUNIZATIONS

The North Central Connecticut Health District will be the lead agency in the event of a pandemic health incident which may require mass immunization of the general population. The District's Director of Health will have overall responsibility.

The Health District maintains a separate plan to conduct mass immunizations.

Asnuntuck Community College on Elm Street in Enfield will be utilized as a regional clinic to conduct mass immunizations of the population, or to distribute medication. It is anticipated that it will be necessary to treat approximately 88,000 people in 10 days or less at this facility.

As host community, Enfield Emergency Management will provide assistance to the Health District and assume a coordinating role at the local level working with Health Officials and other municipalities whose residents will be processed through Asnuntuck Community College.

In support of this operation, the EOC will be activated with representatives from all necessary agencies. Additionally, an Incident Management Team (IMT) may be formed to assist with the development of Incident Action Plans (IAPs) to organize and coordinate operations.

EMERGENCY EQUIPMENT AND SUPPLIES

ENFIELD FIRE DEPARTMENT

Station 1

200 Phoenix Avenue

Map Symbol 69, Quadrant 19

745-1878

Quantity	Description
1	1999 Hoverguard 1000, Amphibious Rescue Craft, Water/Ice Rescue Equipment, 6 Person Capacity
1	2000 Ford F-450 4x4 Brush Truck, Skid Unit w/ Class A Foam System (Enfield Brush 18)
1	1988 Pierce 110' Aerial Platform (Rear Mounted - Telescoping), 12 kW Generator, 1500 gpm (Enfield Truck 12)
1	1991 Pierce Pumper -1500 gpm, 500 Gallons, 60 Gallon Foam Concentrate Tank (Enfield Engine 16)
1	2007 Pierce Lance Heavy Rescue, 30 kW Generator, Light Tower (Enfield Rescue 11)
1	2005 Seagrave Pumper, 1500 gpm, 500 gal. tank, w/ 75' Ladder, 10 kW

Generator (Enfield Engine 15)

ENFIELD FIRE DEPARTMENT

Station 2

199 Weymouth Road

Map Symbol 82, Quadrant 69

745-1878

Quantity	Description
1	1996 Pierce 65' Telesqurt, 1250 gpm, 500 Gallons, 7.5 kW Generator (Enfield Engine 12)
1	2003 Ford F-550 4x4 Mini Pumper, 500 gpm, 200 Gallons, (Enfield Engine 11)
1	2007 Pierce Rescue-Pumper -1250 gpm, 750 Gallons, 20 Gallon "A: Foam, 60 Gallon "B" Foam Concentrate Tank w/ full Hurst Tool equipment,, Light Tower (Enfield 14) Engine 14)
1	2005 Ford F-250 4x4 Maintenance Truck (Enfield Utility 19)

THOMPSONVILLE FIRE DEPARTMENT

35 North Main Street

Map Symbol 75, Quadrant 24

745-3365

Quantity	Description
1	2005 Zodiac Inflatable Rescue Boat (Marine 21)
1	2006 Ford F-250 Pick-up Truck (Service 21)
1	2006 Seagrave 1500 Rescue-Pumper (Squad 21)
1	2006 Seagrave 1500 Pumper (Engine 21)
1	2008 Supthen 75' Mid Ship Quint-Aerial Ladder, 500/1500 gpm (Ladder 21)

HAZARDVILLE FIRE DEPARTMENT

385 Hazard Avenue Map Symbol

71, Quadrant 92 749-8114, 749-

8344

Quantity	Description
1	2001 Pierce, 95' Mid Mount Tower Ladder (Truck 31)
1	2013 Seagrave, 1500 gpm Pump, 500 Gallon Tank, 20 Gallon "B" Foam (Engine 33)
1	2006 Seagrave Rescue Pumper, 1500 gpm, 500 Gallon Tank, 20 Gallon "B" Foam (Engine 34)
1	1996 Ford Explorer (Support Staff)

1	2014 Ford Expedition (Chief's Vehicle - Hazard Car 5)
1	All Terrain Vehicle with Trailer

NORTH THOMPSONVILLE FIRE DEPARTMENT 439 Enfield Street Map Symbol 65,
Quadrant 33 745-2946

1	1998 Pierce Rescue-Pumper, 1250 gpm, Hurst Tools, Rescue, (Engine 42)
1	2011 Pierce Pumper, 1500 gpm, Primary Hurst Tools, Rescue (Engine 43)
1	2006 Seagrave Pumper, 1000 gpm (Engine 41)
1	2017 Pierce Aerial Platform, 100'; Rear Mount Telescoping, 2000 gpm (Truck 41)
1	2007 Ford Explorer, Deputy Chief Vehicle
1	F-250 Ford Pickup, Command Vehicle
1	2011 Ford Expedition, Chief's Vehicle

SHAKER PINES FIRE DEPARTMENT

37 Bacon Road

Map Symbol 66, Quadrant 80

749-8552

Quantity	Description
1	2013 Ferrera MVP, 2000 gpm - water tank 1000 gallons, Hurst Tools, Light Tower, Air Bags, (Engine 52)
1	2009 Ford F550 Brush Truck (Engine 53)
1	2002 Central States 1500 GPM Pumper - Foam System 20 gallons AFFF, "A" Foam, water tank 750 gallons, (Engine 54)
1	1999 Rivercraft, 14' Flat Bottom Air Boat - 5 Passenger Capacity (Rescue Boat 58)
1	2007 Chevrolet Tahoe Chief's Vehicle
1	2013 Chevy Silverado 4 WD 4 Door Cab (Utility 56)

WATER POLLUTION CONTROL AUTHORITY PLANT - TOWN OF ENFIELD
DEPARTMENT OF PUBLIC WORKS 90 Parsons Road Map Symbol 73, Quadrant 11
745-0371, Ext. 250, or 244-3465

Quantity	Description
3	Flammable Gas Detector
3	Sewer Pipe Plug

Rescue 6 - Special Operations Team Equipment - Quartered at Enfield Fire Station 1)

TECHNICAL ROPE

Quantity	Description
----------	-------------

	Rope Haul System, 4:1w/300' 1/2" Lifeline, Camming
	Rope Haul System, 4:1w/150' 1/2" Lifeline
	Rope, 300' 1/2" Lifeline
	Rope, 200' 1/2" Lifeline
	Rope, 150' 1/2" Lifeline
	Webbing 24" yellow
	Webbing 36" Blue
	Webbing 60" Red
	Webbing 40' Orange
	Webbing 50' Roll Orange
	Webbing, Tubular, Various lengths, Blue
	Webbing, Flat, Various Lengths, Yellow
	CMC Load Release Hitch
	8mm Prusick Cord, Various lengths
	Carabineers, 3 stage locking
	Carabineers, 2 Stage locking
	Carabineers, Screw Gate
	Carabineers, Screw Gate, Twist
	Gibbs Ascender
	Gibbs Ascender with Soft Link
	Brake Bar Rack
	Rescue 8 with Ears
	Petzl Swivel
	Anchor Plate
	Anchor Straps
	Beam Clamp
	Edge Roller
	Edge Pads
	Pulley, 2" Single
	Pulley, 2" Double
	Pulley, 2" Double, Camming
	Pulley, 2" Single, Prusick Minding
	Pulley, 2" Double, Prusick Minding
	CMC Stretcher Straps
	CMC Low Angle Stretcher Straps
	CMC Pro Series Stretcher Harness
	Bridle
	CMC Pro Series Bridle Pickoff Strap
	LSPHalf Back SKED
2	Wristlets
4	Class 3 Harness, Rock-n Rescue, Medium, Large
4	Class3 Harness, CMC, Large
1	Child Harness
1	CMC Victim Harness
1	SKED-EVAC Tripod
1	Tripod
1	Traverse Titian Stokes Basket
1	Organizer Bag, Orange

4	Backpack Wrappacks, Orange
11	Rope Bags, Blue
1	Organizer Bag, Red
1	Rope Cutting Gun

Safety

<i>Quantity</i>	<i>Description</i>
1	Blower, ventilation, for confined spaces, electric
1	Extension hose, 15' for blower
2	Breathing Apparatus, SABA, with 10-minute escape cylinder
2	Breathing Apparatus, SCBA, with 30-minute bottle, 4500psi, with tag-line
6	Breathing Apparatus Supply Line, 100'
1	Aircart with 2 Hour supply
1	Lockout/Tagout Kit
8	Rescue Helmets
4	Petzel Headlamps
4	Nomex Jumpsuits
10	BDU Shirts

Pneumatic Powered Tools

<i>Quantity</i>	<i>Description</i>
	Paratech ACME Strut, 25"-36"
	Paratech ACME Strut, 37"- 58.5"
4	Paratech ACME Strut, 56"- 87"
8	Paratech Extension, 12"
4	Paratech Extension, 24"
2	Paratech 6" Ridged Base Plate
4	Paratech 6" 23 Degree Swivel Base Plate
12	Paratech 4"x4" Channel Base Plate
12	Paratech Regulator, 300psi
8	Paratech Dead-man Controller, 300psi
1	Paratech Airline, 16', Red
2	Paratech Airline, 16', Yellow
2	Paratech Airline, 32', Red
1	Nails, 8p Common, 51b box
1	Nails, 8p Common, 301b box
1	Nails, 16p Common, 51b box
1	Nails, 16p Common, 301b box
1	Nails, Box 16P Paslode
1	Nails, Box 8p Paslode

2 Florescent Spray Paint, can

Wood

Quantity	Description
8	Finnform Trench panels w/2x12 attached
8	Doug Fir 4x4x16
4	Doug Fir 6x6x16
4	Doug Fir 2x12x12
	Doug Fir 2x4x16
6	Doug Fir 4x8 1/2" Plywood
4	Doug Fir 4x8 3/4" Plywood

Miscellaneous Tools

Quantity	Description
1	Dewalt 7000Watt Generator
1	Petrogen CuttingTorch
1	Oxy/Acetylene Cutting Torch
2	Welding goggles
1	Partner K 950
1	Partner 4 gallon water tank
8	Steel Pickets, 1 1/8"x 60"
6	Steel Pickets, 1/2"x 24"
5	Concrete Blades for K-12
	Ropes w/dog clips for Struts
12	Rope, 1/2' x25', Utility

Description

Decon Pack 3 Tent System w/shower
 Rubbermaid 55 Gallon tubs Stools
 Shovels, plastic Cones
 Decon Water Heater 25' Garden Hose
 Shower Wands Hand Brushes Long
 Handle Brushes 1 1/2" Garden Hose
 adapter Garden Hose "Y"
 5 Gallon Buckets
 Decon line, 4 pre marked tarpsQPVC tubes
 Garbage Bag holders
 Garbage bags, case
 4 Air Bottle Holder
 Rolls Fire Line Tape
 Rolls Orange snow fence w/posts
 Chem Tape- case
 Cooling Vests

Tingle Hazmat boots size 13 Onguard
 Hazmat boots size 13 Onguard
 Hazmat boots size 13 size 12
 Onguard Hazmat boots size 13 size 11
 Onguard Hazmat Boots size 10
 Tychem Responder Level A suits
 Tychem Tk Level B suits Coveralls-
 Deconed victims Tychem BR Level B
 suits Best Nitrile glove's, green
 Pioneer neoprene oil and acid gloves
 Box N-Dex nitrile gloves Silver Shield
 gloves Ansel Edmont Petroflex gloves
 Butyle gloves PID Meter
 Drager Colorimetric Tube Kit

ENFIELD EMERGENCY MEDICAL SERVICES

Station 1
 1296 Enfield Street
 Map Symbol Quadrant 19
 253-5241

Quantity	Description
1	2010 FORD EXPEDITION (FLY 1)
1	2010 FORD EPEDITION (FLY 2)
1	2008 FORD EXPEDITION (FLY 3)
1	RAM 4500 AMBULANCE (MEDIC 1)
1	RAM 4500 AMBULANCE (MEDIC 2)
1	RAM 4500 AMBULANCE (MEDIC 3)
1	RAM 4500 AMBULANCE (MEDIC 4)
1	RAM 4500 AMBULANCE (MEDIC # 5)
1	RAM 4500 AMBULANCE (MEDIC # 6)

ENFIELD POLICE DEPARTMENT

293 Elm Street
 763-6400

Police Department equipment includes:

35 marked patrol cars

2 unmarked patrol cars

1 vans

2 motorcycles

1 animal control pick up truck

1 crime scene van

1 mobile command center (Command 1)

1 mobile communications vehicle (MCV-4)

3 K-9 units

Several Police mountain bicycles

SCHEDULES AND METHODS FOR TESTING AND

UPDATING THE EMERGENCY RESPONSE PLAN

(NOTE: PORTIONS OF THIS CHAPTER ARE TAKEN FROM THE STATE OF CONNECTICUT OFFICE OF EMERGENCY MANAGEMENT ADVISORYBULLETIN 25-10, DATEDJULY 24,1989)

Testing

The emergency response plan will be tested on a routine basis and will include functional exercises, and full-scale exercises as in accordance with the requirements of the Federal Emergency Management Agency (FEMA), and the State of Connecticut Office of Emergency Management (OEM). The purpose of this testing is to maintain agencies' familiarity with the plan, and to improve emergency response through identification of weaknesses and inadequacies in the plan.

FEMA has mandated that one functional exercise or one full-scale exercise will be conducted annually. Once every four years, a full-scale exercise must be conducted.

Tire scenario content for exercises will be drawn from the following three major disaster categories:

Natural hazard, such as a tornado or hurricane.

Technological hazard such as fixed nuclear facility incident, hazardous materials accident, or hazardous dam incident.

A national security crisis such as nuclear attack, terrorist activity, continuity of government, or mobilization. While one of the above disaster categories will serve as the lead or major exercise problem, the other two could act as adjunct or complementing events. Once every three years, national security will be the lead event for a functional or full-scale exercise.

In responding to an actual emergency or disaster, credit may be given for an exercise providing certain criteria are met. These criteria usually include:

Declaration of disaster by local chief executive officer, the governor, or the President.

Warning of the population.

Actual evacuation of the population.

Actual participation by multiple organizations.

Activation (alert, notification and staff assembly) of an emergency operations center.

Implementation of air emergency operations plan.

Decisions concerning exercise credit are made at the federal level. If it is felt that a response to an actual emergency is justified for exercise credit, even though it did not meet all the criteria, then an after-action report should be submitted by the Emergency Response Coordinator for consideration.

Additionally, participation in a regional or state-wide drill may qualify as an exercise credit.

Functional Exercises

Functional exercises will be conducted in accordance with the FEMA guidelines. At a minimum, the following individuals/agencies will be involved in these exercises:

- Town Manager

- Assistant Town Manager
- Emergency Management Director
- District Fire Departments
- Police Department
- Emergency Medical Service Department
- Director of Public Safety
- District Health Department
- Public Works

Various scenarios will be presented to the group. The group will discuss the release conditions and determine response actions necessary to deal with a given situation. Release scenarios will be developed by the Town Manager's office, or will be obtained through the Area 3 Coordinator of the State Office of Civil Preparedness.

Full-Scale Exercises

Full-scale exercises will be conducted in accordance with the FEMA requirements. At a minimum, the following individuals will be responsible for coordinating this drill:

- Assistant Town Manager
- District Fire Chief
- Deputy Police Chief
- Public Works Director

This committee will be responsible for developing, organizing, and executing all phases of the exercise. Each incident will be designed to determine the strengths and weaknesses of the emergency response system.

Teams of observers, consisting of appropriate agency personnel from neighboring towns, will be assigned to evaluate one of the following responding agencies:

- Emergency Response Coordinator
- Emergency Medical Service
- Incident Commander
- Fire Department
- Police Department

Each team of evaluators will keep a log of actions taken by its assigned agency during the incident, and will evaluate that agency's ability to properly and effectively respond to the release conditions. Following the incident, all evaluators will meet with the coordinating committee to compile a comprehensive log of actions taken during the incident, to compile the individual evaluations of each responding agency, and to evaluate the overall weaknesses and strengths of the response system.

Following this meeting, these two committees will meet with the responding agencies to discuss the incident and to determine how weaknesses in the response system can be improved.

Tabletop Exercises and Drills

Tabletop exercises and drills can be conducted either from within one agency, or as part of a multi-agency operation. They can be conducted to test one component of the emergency response plan, several parts, or the entire the package. Some, but not all, of the agencies/offices which may be available to assist with and/or participate in a tabletop exercise or a drill are as follows:

- Town Manager's Office
- Police Department
- Public Works Department
- Public Utilities
- Fire Departments
- Emergency Medical Services Department
- Director of Public Safety

Updating

Additional information, essential to the Emergency Response Plan, will be continuously collected throughout the year. The plan will be revised on an annual basis and will be the result of the following:

- Identification of additional facilities which contain hazardous materials.
- Changes occurring in existing facilities.
- Additional information concerning sensitive institutions.
- Changes in the availability of emergency equipment and supplies.
- Any additional information which would be useful in preparing for a hazardous material release
- Any additional information which would be useful in preparing for a hazardous material release

- Results of the mock incident

Updating will include preparation of a current risk analysis map, and revisions to the written Emergency Response Plan.

TRAINING PROGRAMS AND SCHEDULES

The following is a summary of the training that fire fighters and medical personnel receive in preparation for responding to hazardous material incidents.

FIREFIGHTER TRAINING

The following is a summary of the training that fire fighters receive in preparation for responding to hazardous material incidents.

FIREFIGHTER TRAINING

District 1 - Enfield Fire Department

District 2 - Thompsonville Fire Department

District 3 - Hazardville Fire Department

District 4 - North Thompsonville Fire Department

District 5 - Shaker Pines Fire Department

The Town of Enfield Fire Department's emergency response programs are focused on the "State of Connecticut Firefighter Certification" courses under NFPA Standards 1001, 1002, 1021, and 1041; "Hazardous Materials" under NFPA Standards 471 and 472; the "Incident Command System" under NFPA 1500; and other fire fighting training skill programs.

Firefighters hold certifications as Firefighter I, II, or III and IV. New firefighters (recruits) are required to attain certification as Firefighter I. Courses for the certification of firefighters at various levels are generally held once or twice a year, in addition to regularly scheduled training which includes topics such as "Self-Contained Breathing Apparatus (SCBA)," "Hazardous Materials," "Incident Command System," "Vehicular Emergencies," "Rescue," and other fire fighting related subject matter.

Approximately 120 to 140 hours of regularly scheduled training are available to firefighters annually. Each firefighter is required to attend a minimum of 30 hours of training to maintain membership. Most attend more training sessions annually

All firefighters are initially trained to the "First Responder Awareness Level" in "Hazardous Materials Response" and subsequently the "First Responder Operational Level" of NFPA Standard 472. Firefighters also hold certificates in "Basic Recognition and Identification of Hazardous Materials." All officers and Firefighters receive training in the "Incident Command System," including "Preparing for Incident Command," and "Commanding the Initial Response" courses.

Firefighters in these departments receive 24 hours of required OSHA training on the use of SCBA, and other hazardous material equipment. This is done in-house.

In addition to the in-house training, officers and firefighters participate in training programs offered by the Hartford County Fire Emergency Plan, courses offered by the Connecticut Fire

Academy and at numerous other training facilities which are located throughout Connecticut and the northeast.

LAW ENFORCEMENT TRAINING

All members of the Enfield Police Department receive Hazardous Materials Awareness training annually to satisfy the OSHA requirement for law enforcement personnel. It is conducted by qualified Fire Service instructors from the town Fire Departments.

The Police Department now has a full-time training officer to ensure this requirement continues to be met.

EMERGENCY MEDICAL PERSONNEL TRAINING

Hazardous Material Awareness training is required for all advanced life support (ALS) and paramedic personnel of Enfield EMS. This training may be conducted with in-house resources or in conjunction with another agency.

The EMS Director is responsible for ensuring Enfield EMS personnel undergo the appropriate level of training.

PUBLIC WORKS TRAINING

Employees from the Town of Enfield's Department of Public Works received Hazardous Materials Awareness training from qualified Fire Service instructors from the town Fire Departments.. This training is not mandated by OSHA. However, it is strongly recommended.

Attending this training were personnel from all positions within the organization, to include clerical personnel since there had been occasions where citizens have reported hazardous material spills to secretaries at Public Works.

Additionally, DPW personnel, along with School Custodians and Administrators attend NIMS 700 training.. This conducted by the Capitol Region Council of Governments

EMERGENCY MANAGEMENT TRAINING

Enfield Emergency Management encourages individuals and agencies to attend courses which are being held in the area that maybe provided by the State Department of Emergency Management and Homeland Security, CREPC and other agencies.

Additionally, Enfield Emergency Management conducts semi-annual workshops every **June** and November prior to the onset of severe weather seasons. Representatives from multiple agencies attend, to include the private sector, neighboring municipalities, non-profit organizations, public agencies, and State agencies.

At these sessions, the operating guidelines for severe weather (thunderstorms, micro-bursts, hurricanes, blizzards, ice storms, etc.) are reviewed. Additionally, a topic relevant to emergency management is presented. Examples of such topics include, but are not limited to, underground pipelines, homeland security, nursing home fires, power recovery operations, and the impact of hurricanes on victims' homes.

NIMS TRAINING

Training of the National Incident Management System (NIMS) is conducted primarily by the individual agencies through either classroom or on-line courses. An individual will have to take those NIMS courses (100, 200, 300, 400, 700, and/or 800) based on their position within the organization and responsibilities, and the guidelines issued by the US Department of Homeland Security.

A number of management personnel from Emergency Management, Fire, Police, Emergency Medical Service, Public Works and the Health District have completed NIMS 300 and 400 training.

Finally, as of August 1, 2008, the Chief of the Enfield Fire District has completed the FEMA All Hazards Incident Management Team training (AHIMT)

DIRECTION AND CONTROL

General Description

The Emergency Operations Center (EOC) is located at the Public Safety Complex (Police Headquarters), which is at 293 Elm Street. Two alternate EOC's are located at the North Thompsonville Fire Department, 439 Enfield Street, and the Enfield Room of the Enfield Town Hall at 820 Enfield Street.

The individual in charge of the EOC will be the Director of Emergency Management, who is also the Assistant Town Manager. The Town of Enfield's chief executive officer is the Town Manager.

Responsibilities of the EOC include, but are not limited to:

- Maintain communication with and providing support to the incident commander.
- Gather information concerning the incident.
- Contact and coordinate agencies and personnel whose services are needed.

EOC Activation

Since the EOC is physically located in the Training Room of the Public Safety Complex and in proximity to the Public Safety dispatchers, it is always in a state of semi-readiness. In the event information is received of a significant incident that is either occurring or imminent, additional personnel will be contacted to assume sectors of responsibility. Examples of such incidents include, but are not limited to:

- Hazardous material spill/accident.
- Major fire.
- Prison disturbance.
- Reports of severe weather approaching (hurricane, severe thunderstorm).
- Acts of terrorism and the employment of weapons of mass destruction.
- Pandemic incident.

The EOC could also be activated during events which may not necessarily reflect a disaster, such as visiting dignitaries, where it may be necessary to have emergency services standby.

Upon receipt of pertinent information concerning an incident occurring or imminent, and after the initial emergency response units have been dispatched (if necessary), the dispatcher will contact the on-duty police supervisor to relay the necessary information. Based on the nature of

the incident, and its significance, the emergency response coordinator (town manager and/or assistant town manager) will be contacted through the Police Department's established notification (chain-of-command) procedures. The decision to initiate such notification will be made by either the incident commander, or the senior police supervisor on-duty.

The decision to activate the EOC will be made by the following:

- Town Manager
- Assistant Town Manager
- Director of Public Safety
- The senior Police Official present in town
- Director of Emergency Medical Services
- Emergency Management Director

In addition, the incident commander may request that the EOC be activated, based on his/her assessment of the situation.

On-Scene Incident Command Post & Interaction with the EOC There may be an occasion where a single incident requires the activation of the EOC and the need for it to interact closely with the Incident Command Post. In such cases, the Incident Commander may wish to designate a Staff Officer to serve as a Liaison between the on-scene incident command post and the EOC in order to economize efforts to convey information and assistance requests, and to exercise communication discipline.

Direction and Control of Operations

As chief executive of the Town of Enfield, the Town Manager will exercise executive authority over all local emergency and/or disaster operations.

As the emergency situation requires, the Town Manager may make special assignments. Such assignments will end immediately upon termination of the emergency situation, or sooner if directed by the Town Manager. Under Title 28, Section 28-9 of Chapter 517, General Statutes of Connecticut, the Governor has the power to supersede the local chief executive in state declared emergencies.

Operational Control and Direction of Emergency Forces

A distinction is made between (1) operational control and (2) direction of emergency forces.

Operational Control - Consists of the functions of assignments of tasks, designation of objectives and priorities, and other control necessary to accomplish the mission.

Direction of Emergency Forces - Is retained at all times by the appropriate authority and includes the authority to commit to or withdraw from emergency operations.

When Enfield emergency units are operationally engaged within the town boundaries, both operational control and direction of emergency forces are retained. When units are sent to another community, operational control is exercised by the authority at the scene of the operation, but direction is retained by local authority. Conversely, forces sent to the aid of the Town of Enfield, civil or military, come under operational control of the Enfield authority, but remain under the direction of the parent agency.

POLICE DEPARTMENT

General Description

A paid full-time Police Department provides law enforcement service. The department consists of approximately 90 sworn police officers and 20 civilian employees. The department also utilizes the services of 20 auxiliary policemen, and approximately 20 Explorers who serve in a voluntary capacity.

Police Department equipment includes:

- 35 Marked Patrol Cars
- 2 Unmarked Patrol Cars
- 1 Van
- 2 Motorcycles
- 1 Animal Control Pick Up Truck
- 1 Crime Scene Van

- 1 Mobile Command Vehicle (Command One)
- 1 Mobile Communication Vehicle (MCV-4)
- 3 K-9 units
- Several Police mountain bicycles

All of the vehicles and the boats are equipped with two-way radios. A number of cruisers also have mobile data terminals with lap-top computers.

Communication equipment provides direct radio contact with the police departments of adjacent communities. This includes all cities and towns in Connecticut and Massachusetts, and the state police in both states. Enfield police monitor 16 cities and town police communications on a 24-hour basis.

The primary Emergency Operations Center (EOC) is located at the Public Safety Complex's training room (Police Headquarters). This facility is located at 293 Elm Street.

Police Department Responsibilities

Serve as the local Lead Agency for security-related incidents such as civil uprisings, hostage takings, etc.

SWAT Team operations.

- Traffic Control
- Incident Scene Security
- Light Rescue Operations
- Limited Emergency Transportation
-
- Evacuation
- Crowd Control
- Shelter Security
- Communications Center (Dispatch/EOC)
- Notification to Medical Examiner (if needed)

Chief of Police Responsibilities

The chief of police is responsible for:

- Security and protection of property in disaster and other affected areas.
- Traffic control during an emergency or disaster.
- Establish procedures to control and manage law enforcement organizations from other communities or the state which may be requested to respond to a disaster situation.
- Maintain liaison with all appropriate law enforcement and security officials at the municipal, state, and Federal levels of government.
- Receive and relay all official alerts and wanting to the town manager and other appropriate officials.
- Light rescue operations.
- Control access of unauthorized persons and provide security in emergency areas.
- Protect prisoners during an emergency; relocate prisoners if necessary.
- Assist with the evacuation and in the movement of people to shelters or relocation areas when necessary.
- Interact closely with the Incident Commander for incidents where the police department is not the lead agency.
- Be prepared to operate under Unified Command in accordance with ICS and NIMS.
- Provide personnel for staffing the police department position at the EOC.
- Security and law enforcement in reception centers, lodging and feeding facilities, emergency shelters, and relocation areas.
- Identify and maintain a critical resources inventory list indicating source and quantity.
- Provide security for vital installations, facilities, and resources.
- Limit access to evacuation area during response and recovery operations.
- Support evacuation of disaster area during emergency operations.

- Remove or arrange for the removal of bombs and/or explosives.
- Perform other appropriate emergency response duties as may be assigned by the town manager.
- Responsibilities as assigned to all departments and agencies in the Emergency Operations Plan.
- Develop a departmental annex to this operations plan, and update it as necessary based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc.
-

FIRE SERVICE

General Description

Fire protection is provided by five fire departments. There are six fire stations operating in five districts.

The Thompsonville fire district is staffed by 23 paid firefighters and is on duty 24 hours a day.

Other fire districts include North Thompsonville, Hazardville, Enfield, and Shaker Pines. Each of these departments are on call 24 hours a day. All of these departments have full-time personnel on duty Monday through Friday, from approximately 8 a.m. to 5 p.m. Hazardville Fire Department has 24/7 staffing, but is supplemented with volunteers.

Each department has its own fire chief and fire marshal who is responsible for fire safety inspections. There are approximately 100 volunteer firefighters.

Equipment includes 30 pieces of fire fighting apparatus including 3 boats and 2 heavy resale trucks. This does not include command and support vehicles.

Each of the departments have at least 1 rescue-pumper. Also within this firefighting fleet are 4 ladder trucks, 1 "Quint" and 2 pumpers which are equipped with an aerial device.

The Shaker Pines Fire Department has one of the State of Connecticut's Mass Decontamination Shower Trailers at its fire station, which is located on Bacon Road.

Additionally, there is a Special Operations Team (FDSOT) which is comprised of members from all 5 departments. The FDSOT members and equipment can assist with:

- Hazardous Material Operations' rescue - includes Level A entry
- Confined space and trench rescue operations.
- Collapse rescue operations

The FDSOT has assigned to them 1 of the 2 heavy rescue vehicles in Enfield. It is identified at Rescue 6.

Fire hydrants are located in approximately 95 percent of the town.

Fire Department Responsibilities Incident Commander:

- Operate under the Incident Command System, Unified Command, and National Incident Management System.
- Rescue operations and patient/victim decontamination.
- Control and containment of hazardous material spills.
- Coordinate both confined space and collapse rescue operations through the **FD** SOT.
- Activate warning system.
- Standby during final clean up of the release site, if necessary.
- Assist in communication.
- Emergency lighting.
- Assist Police in traffic control and site access if not engaged in control and containment of release

Fire Chief Responsibilities

The Fire Chiefs of the Enfield, Thompsonville, North Thompsonville, Shaker Pines and Hazardville Fire Departments have major responsibilities. Some of these are:

- Serve as Incident Commander for hazardous material incidents.
- Establish direction and control procedures for operational control of fire and rescue forces of other jurisdictions or the State that may be summoned, and any supporting forces at scenes of emergency.
- Fire protection in emergency shelters and relocation areas.
- Operational control of search and rescue operations, to include direction of heavy rescue.
- Assist the Police Department with emergency medical services.
- Emergency pumping operations in flooding conditions.
- Assist with maintenance of water supply.
- Implement and participate under a Unified Command structure in accordance with the National Incident Management System as required.
- Maintain hazardous material detection and self-protection devices. Establish procedures for radiological decontamination of response personnel, equipment, instruments and supplies.
- Assist with debris clean up.
- Assist police in traffic control if not engaged in fire fighting.
- Identify and maintain a critical resources inventory list.
- Provide decision-makers with advice on tire hazards associated with hazardous materials.
- Provide disaster effects monitoring and reporting for all hazards encountered.
- Alert all emergency support services of the dangers associated with technological hazards and fire during emergency operations. Tire incident commander may issue evacuation orders.
- Provide vehicle for forward command post if needed.

- Assist in the dissemination of warnings to the public.
- Perform other appropriate emergency response duties as may be requested by the Town Manager
- Responsibilities as assigned to all departments and agencies in the Emergency Operations Plan.
- Provide a Fire Service representative at the EOC.
- Develop departmental annex to this operations plan, and update it as necessary based on deficiencies identified through drill, exercises, changes in local government structure, technological changes, etc

Fire Marshals' Responsibilities

The Fire Marshals for the Enfield, Thompsonville, North Thompsonville, Shaker Pines and Hazardville Fire Departments have major responsibilities. Some of these are:

- The enforcement of laws concerning the safe storage, use and transportation of flammable liquids, explosives and hazardous materials and chemicals.
- Determine cause and origin of all fire related emergencies.
- Investigate all reports of fire hazards.
- Make all decisions necessary for the prevention of fire and the elimination of hazards in all buildings and installations.
- Determine the safe occupancy load of all buildings and structures.
- Assume jurisdiction from handling agency when incident is over; investigating a cause and origin of incident; making final determination as to public safety.
- Assist the police arson and bomb squad (local, state, etc.) handle explosives and bomb removal.
- Assist building officials in assessing damage to building if requested.

- Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

PUBLIC WORKS

Public Works Responsibilities

- Coordinate repair and restoration of essential services.
- Assist public utility companies in restoration of their services.
- Provide logistical support during emergencies as needed.
- Remove and dispose of debris.
- Provide support to heavy rescue operations.
- Interact closely with the Finance Director for the emergency procurement and stockpiling of essential equipment items to sustain operations.
- Assist the School Facilities Department with establishing and operating a local commodities distribution point at either the pre-designated location of Henry Barnard Elementary School, which is located at 27 Shaker Road; or at another more appropriate site.
- Assist certified personnel and agencies with clean-up and disposal of contaminated material from the release site', if possible.
- Assist in damage assessment operations to both public and private property.

Public Works Director Responsibilities

The director of Public Works has major responsibilities for the following:

- Clear debris from streets, roads, bridges, and public facilities.
- Provide back-up electrical power to the EOC.
- Serves as Town Engineer. Can delegate responsibilities to the Assistant Town Engineer

- Serves as Town Engineer. Can delegate responsibilities to the Assistant Town Engineer (see further in this section for the Assistant Town Engineer's emergency responsibilities).
- Prepare and maintain a resource list that identifies source, location and availability of earth-moving equipment, dump trucks, road graders, fuel, etc. that could be used to support disaster response/recovery operations, and include on-hand resources and outside sources.
- Assist utilities with maintenance of water pressure to all areas of Enfield and ensuring potable water supply during an emergency.
- Maintain emergency lights, heat and repair to critical town buildings.
- Provide sanitation services during emergencies and disasters.
- Provide advisory and supervisory personnel for inspection, shoring and demolition of damaged structures. Conduct demolitions when directed.
- Protect water supply from effects of hazardous materials incidents under the direction of the incident commander.
- Secure and maintain a stock of sandbags for emergency/disaster situations.
- Coordinate private contractors, equipment, supplies and manpower.
- Support rescue operations under the direction of the incident commander.
- Support radiological and hazardous material decontamination.
- Assist public utilities in restoration of service, when directed.
- Perform forestry functions for the removal of trees brought down by storms and high winds which may be blocking roads and thoroughfares.
- Notify the EOC of detours, road closing, and conditions of highways.
- Provide personnel and equipment, dirt, sand, etc, if needed to reinforce shelters and the EOC.

- Refuel and repair emergency vehicles; respond to vehicles with mechanical problems during evacuations.
- Assign a Public Works representative to the EOC.
- Operate under ICS in accordance with NIMS, and be familiar with the principles of NIMS and Unified Command.
- Perform other appropriate emergency response duties as may be assigned by the town manager.
- Develop a departmental annex to the operations plan, and update it as necessary.
- Provide information pertaining to underground systems to emergency services.
- Furnish physical layout maps to emergency services.
- Inspect public facilities.
- Perform other appropriate emergency response duties as may be assigned by the town manager and/or the director of Public Works.

Building Official's Responsibilities

The Building Official's responsibilities include:

- While the Building Official normally reports to the Director of Development Services, during emergencies, this individual will serve under the direction of the director of Public Works.
- Assess damage/impact.
- Inspect structural damage.
- Condemn and post unsafe structures; advise the EOC of actions taken.
- Provide advisory and supervisory personnel for inspection, shoring and demolition of damaged structures.
- Issue permits for temporary structures and monitor emergency construction in safe condition.

- Provide information pertaining to underground systems to emergency services.
- Furnish physical layout maps to emergency services.
- Inspect damaged roads, bridges, and public facilities.
- Perform other appropriate emergency response duties as may be assigned by the town manager and/or the director of Public Works.

Assistant Town Engineer Responsibilities

Responsibilities of the Assistant Town Engineer include:

- Serve under the direction of the Director of Public Works.
- Provide damage assessment information to the public infrastructure.
- Provide information on flood-prone areas.
- During periods of high flood risk, monitor those areas most vulnerable to flood damage.
- Provide maps and other critical data necessary to assess damaged areas, and those locations which may be prone to being damaged.
- Develop plans to implement both immediate and long-term repairs to the public infrastructure.

Supervisor of Recreation Responsibilities

Responsibilities of the Supervisor of Recreation include:

- Serve under the direction of the Assistant Town Manager.
- May be task-assigned by the Assistant Town Manager to assist the Social Services Director with emergency sheltering, to include serving as an emergency shelter manager.
- Assist in coordinating the activities of shelter workers, including, but not limited to the Community Emergency Response Team (CERT) personnel during shelter operations.
- Provide or arrange for recreation programs for people during extended emergencies.

- Perform other appropriate emergency response duties as may be assigned by the town manager.

SOCIAL SERVICES

Social Services Responsibilities

- Emergency social services and special needs of the handicapped and elderly.
- Responsible for all aspects of shelter operations, to include, but not limited to supervising municipal and school staff and volunteer personnel as shelter managers and workers (to include Enfield CERT upon their assignment to this function by the Emergency Management Director); emergency lodging, feeding, and clothing. If warranted, Social Services will establish evacuation shelters in coordination with the Red Cross.
- Provide Dial-A-Ride/Magic Carpet busses as requested to assist with evacuation operations, or to provide on-site refuge to personnel at an incident.
- Coordinate private welfare groups including the Red Cross and the Salvation Army, particularly during the period after the emergency has been declared under control and the incident is in the recovery phase.
- Disseminate procedures and information that can be followed by day care children, parents, and personnel in emergencies.
- Tabulate and list by name, address and contact information the persons in shelter areas.
- Fulfill shelter management duties.

Director of Social Services Responsibilities

The Director of Social Services may be called upon to provide assistance with any or all of the following:

- Coordinate emergency social services.
- Emergency Sheltering.
- Emergency lodging coordination.

- Emergency feeding coordination
- Emergency clothing coordination
- Coordination of religious services
- Emergency placement of children.
- Distribution of emergency food supplies.
- Coordinating the services of organized groups (both public and private) such as the Red Cross, Salvation Army, Boy Scouts, Girl Scouts, church groups, etc.
- Utilize in a safe manner untrained "spontaneous" volunteers who have offered their assistance due to an incident occurring. These individuals will be assigned to tasks based on their skills and the risk associated with the activity.
- Assist other agencies with the administering of fiscal and welfare assistance operations.
- Assisting other departments and agencies with available resources in emergency situations.
- Perform other appropriate emergency response duties as may be assigned by the town manager.
- Participate under the Incident Command System, and the Unified Command in accordance with the National Incident Management System.

Support Organizations' Responsibilities

American Red Cross - The American Red Cross is a voluntary, independent agency that will be expected to cooperate with local government to the extent of its capabilities and execute its Disaster Assistance Plan in cooperation with the Town of Enfield.

Enfield is part of the Greater Hartford Chapter of the American Red Cross. Their chapter office is located in Farmington.

- 24-Hour Telephones:
- (860) 678-2830

- (860) 243-5727

It is expected that the Red Cross will function in the following areas on a "Mission" basis with its own supervision, coordinating its activities with local government.

- Provide food, clothing, shelter or other assistance, as needed and possible, to those in need as a result of an emergency.
- Assist with rehabilitation of families.

Provide nurses and nurses' aides in coordination with the Health Department.

- Assist with evacuation of persons from disaster area.
- Assist with movement of the sick and injured to hospitals and emergency care centers.
- Set up and operate bloodmobiles as required.

Assist with the management and operation of reception and care activities. These functions include, but are not limited to, registration, staffing, lodging, feeding, pertinent evacuee information, etc.

- Assist the Health Department with special needs of the handicapped and the elderly.
- Provide radiological monitoring for Red Cross personnel and persons under their care and for reporting of data to the EOC.
- Provide a representative to the EOC at the request of the town manager.
- Provide food, clothing, first aid services, and coordinate evacuation shelters.
- Assist with evacuation of public.

Set up and operate bloodmobiles as required.

- Assist in the rehabilitation of families.

Salvation Army - A voluntary organization, the Salvation Army would hopefully be able to support local government as follows:

- Provide, with limitations of its resources, the following services as needed or requested:

- Mobile canteen services:
24-Hour Telephone:
(860) 565-5907
- Emergency feeding services and shelter in Salvation Army or other facilities
- Collection and distribution of food, clothing and other supplies.
- Counseling and morale building services.
- Assist in registration, identification and collateral services.
- Provide personnel with specialized skills, such as language interpreters and social workers.
- Work with disaster assistance teams to take aid programs to victims notable to report to assistance center.
- Abide by the decisions of the town manager concerning the coordination of volunteer organizations to render assistance to disaster victims.
- Provide radiological monitoring for Salvation Army personnel and persons under their care, and reporting data to the EOC.
- Provide a representative to the EOC at the request of the town manager.

COMPANION ANIMAL SHELTERING

- **PURPOSE**
This Attachment T to the Town of Enfield Emergency Operations Plan was developed to provide for the orderly and coordinated use of facilities for sheltering animals in the event of natural or technological disaster.

The responsibility for animal safety and care belongs to the animal owner. Should circumstances occur that render citizens unable to care for their animals during a disaster, the Town of Enfield will develop a mechanism to provide mass care services for its residents with animals and should be prepared, if necessary to receive and care for animals evacuated from the area directly impacted by a disaster.

- Primary Responsibility - It will be the responsibility of the Town of Enfield Animal Control Officer (TOEACO) to coordinate the evacuation and sheltering of pets during a disaster in accordance with this Attachment T of the Town of Enfield Emergency Operations Plan, and to develop all requisite sheltering procedures in regards to domestic animals.

Support - Where required, supplemental support may be provided by Enfield CERT, based on the availability of volunteers.

Logistical Support - Where required, logistical support will be provided by the Department of Public Works, based on the availability of resources.

- Incident Command System - In fulfilling these responsibilities, the TOEACO will operate under the Incident Command System and be ready to become assimilated under a Unified Command Structure in accordance with the National Incident Management System. When local assets are depleted regional, state and federal resources can be requested. The "Pets Evacuation and Transportation Standards Act of 2006" requires states accepting Stafford Act homeland security funding to plan for domestic animals.

The TOEACO should be ready to provide animal protection support and an animal care coordinator should be identified. Prior to the onset of an emergency requiring citizen evacuation, the TOEACO will identify facilities in conjunction with the Emergency Management Director that are appropriate to accept companion animals and the other needs of the evacuation population.

During the immediate post-disaster period these facilities may continue be used on a medium-term basis to feed, care for, and provide temporary housing for these displaced animals.

This plan will also enable the Town of Enfield to coordinate with neighboring and regional towns to effectively respond disasters impacting citizens and animals.

- SITUATION AND ASSUMPTIONS

Situation:

Any large scale emergency might require the sheltering of animals. The extent of any sheltering operations will be based on the extent of the emergency. The Town of Enfield is vulnerable to various hazards including; flooding, hurricanes, tornadoes, blizzards, wind storms, ice storms, earthquakes and hazardous materials incidents or accidents.

There are four (4) classifications of emergencies with animal sheltering requirements.

- Local/Small Scale Disaster - a natural or technological disaster limited to one neighborhood or scattered neighborhoods where the effect on residents/pets and property is not widespread with the necessitated utilization of a limited number of facilities as shelters.

As available the use of existing shelters, boarding facilities, veterinary hospitals, and pet friendly hotels will be arranged.

- Limited/Moderate Scale Incident - a natural or technological disaster affecting one hundred or fewer Town of Enfield companion animals necessitating the use of a single sheltering facility for a limited period of time.

The location of the shelter(s) would be in close proximity to the human shelter-co-located whenever possible.

- Major Disaster/Large Scale - a natural or technological disaster resulting in general widespread destruction of property throughout the Town of Enfield with the concurrent loss of large numbers of housing units necessitating the opening of multiple designated facilities to serve as shelters. As in the Limited Incident, the location of the animal shelters would be in close proximity to the human shelters.
- Multi-Town/City Response - A natural or technological disaster affecting residents and their animals in one or more neighboring municipality or within the Capitol Regional. The affected or neighboring City/Town(s) will make every effort, in accordance with established agreements, to assist in a multi-jurisdictional response.

Assumptions:

Owners of pets and livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and control.

Passage of the "Pets Evacuation and Transportation Standards Act of 2006" requires state emergency preparedness authorities to include accommodations for household and service animals in their disaster evacuation plans.

It is recognized that many evacuees will not abandon their companion animals or livestock. Therefore it is essential to have plans for "in-place" sheltering of livestock and to accommodate evacuation of companion animals.

It is expected that there will usually be sufficient warning available to ensure that animal care facilities are opened in time to provide shelter and other services for those animals that are evacuated with their owners.

In the event of an incident which may impact horses and livestock which requires their evacuation and/or sheltering, assistance will be requested from both DEMHS and CTSART (see below) for these operations.

Upon the request of the Connecticut Department of Emergency Management & Homeland Security (DEMHS) Regional Coordinator, the Governor may authorize deployment of the Connecticut State Animal Response Team (CTSART, Regional Animal Response Team(s) to support animal care operations within the city, when local resources are overwhelmed or in danger of becoming so.

- **CONCEPT OF OPERATIONS**

When planning for animal care operations there are a number of factors which must be considered. Among these are the characteristics of the hazard or threat, and the population of animals impacted. Also, the magnitude, intensity, spread of onset, duration, and impact on the Town of Enfield. These factors will help determine the number of animals that will need to receive services.

General:

- The TOEACO will develop a public information and disaster preparedness education program for Enfield residents regarding animals in disasters.
- The approximate population of animals will be assessed by the TOEACO. Assistance may be obtained from both the Enfield Town Clerk (who issues dog licenses, the North Central Connecticut Health District, local veterinarians, and other reliable resources which are available to the TOEACO. Animal care facility

options will be established. Lists of names, addresses and contact numbers will be maintained and will include:

- Local shelters
 - Boarding facilities
 - Kennels
 - Veterinary hospitals
 - Pet friendly lodgings
 - Barns
 - Farms and stables
 - County Cooperative Extension Services
 - Local animal welfare groups.
-
- Pre-approved, co-location shelters will be identified by both the TOEACO and the Director of Emergency Management.
 - It is the responsibility of the TOEACO, acting through the Public Information Officer to keep the evacuees and general public informed regarding animal care provisions.
 - A list of local and regional animal related disaster volunteer organizations will be maintained and lines of communication established.
 - Standard Operating Procedures will be developed by the TOEACO for the operation of temporary animal care facilities. These may include:
 - Opening of the facility.
 - Staff composition and management structure. Also organized under the ICS system.
 - Making provisions for registering and tracking the location of each animal (to be able to respond to inquiries from the animal owners looking for lost or rescued animals.)
 - Outline specific services to be provided for these animals.
 - Communications procedures- (phones, radio, etc.)
 - Reporting requirements. (Daily reports to EOC)
 - Termination of services and closure of the facility.

- The Public Information Officer will establish an information flow procedure to the Town of Enfield's public inquiry response effort.
- The Emergency Management Director along with the TOEACO will identify animals that require special attention when being sheltered in a facility.
- The TOEACO will develop provisions for providing animal care services for special needs of animal populations. These could include: (aggressive animals, un-owned or un-claimed animals, etc.).
- The Emergency Management Director and TOEACO, will make provisions to feed, shelter, and provide emergency medical treatment for animals during disasters.

Inter-jurisdictional Relationships:

In an emergency of a local nature, the DEMHS and communities with which mutual aid agreements exist will be alerted. Local mutual aid will be utilized if necessary and possible. In addition, any memorandums of understanding between local townships and vendors will be activated as necessary.

Mutual aid assistance from other communities, volunteer organizations, private agencies, and the State will be requested by the Town Manager, and arranged and coordinated by the TOEACO and Emergency Management Director.

- **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

(Specific to animal care and additional to assignments in the basic EOP)

Town Manager (through the Director of Emergency Management):

- Requires the TOEACO to be notified and available to respond when notified of an emergency situation possibly requiring animal sheltering.
- Issues an order to open animal care facilities, when appropriate.

Town of Enfield Animal Control Officer:

- An ICS/NIMS trained, and well-educated on the handling and behavioral requirements of animals.

- Maintains an emergency response contact list including local and regional authorities and volunteer organizations.
- Assesses the situation and makes recommendations to the Emergency Management Director on the number and location of care facilities to be opened.
- Reviews and checks on availability of animal care facilities in the surrounding area. Where possible, these locations should be pre-planned well in advance of an incident occurring.
- Notifies persons and organizations identified in the animal care resource list about possible need for services and facilities.
- Selects animal care facilities for activation in accordance with:
 - Hazard/vulnerability analysis considerations.
 - Location in relation to evacuation routes.
 - Location in relation to human shelter(s)
 - Services available in facilities.
 - Input from the Emergency Manager.
- When directed, coordinates the necessary actions to ensure animal care facilities are opened and staffed, as needed.
- Designates an animal care facility manager(s). Wherever possible, these individuals should be designated prior to an incident occurring.
- Notifies animal care facility managers to do one of the following, when appropriate:
 - Stand by for further instructions on the specific actions to take and the estimated timing for opening mass care facilities.
 - Take the necessary action to open the facility they are responsible for managing.
 - Coordinates with Public Works and the Emergency Manager through the EOC for supplies needed (including bulk emergency relief items) and ensures each animal care

facility receives its supplies. Where possible, there should be a limited amount of supplies already purchased, stored and readily available to support the shelter's initial operations.

- Coordinates with EOC staff to ensure that communications are established, routes to the animal care facilities are clearly marked, and when necessary appropriate traffic control systems are established.
- Ensures each animal care facility has a highly visible identity marker and sign that identifies its location.
- Assists, as appropriate with the animal facilities and control agency's efforts to feed, shelter, and provide emergency medical treatment for animals during catastrophic emergencies
- Ensures appropriate animal care information (numbers of animals, etc.) is made available to the EOC.
- Collects information from the animal care facility managers to support the Town of Enfield's efforts to respond to inquiries from families about the status of sheltered animals.
- Coordinates with Regional Animal Rescue Team (ART) leader(s) to insure large animals, farm animals, and others are being addressed.
- Communicates with the Connecticut Small Animal Rescue Team (CTSART) Regional leaders for advice and assistance with sheltering operations as well as search and rescue operations for animals.
- Upon termination of the emergency, submits an animal care expenditure statement to the appropriate authorities for reimbursement. Coordinates and maintains permanent supplies for animal emergency response. See attachment for list of supplies.
- Maintains a list of vendors for supplies that may be needed or perishables.

- In coordination with the Emergency Manager and the Town of Enfield Finance Director, establishes Memorandums Of Understanding for accessing supplies as needed.
- Coordinates distribution of supplies in conjunction with the animal care facility director(s).

Animal Care Facility Manager:

- May be either an Assistant Animal Control Officer, or a Fish and Wildlife Game Officer.
- When notified, stands by for further instructions or reports to assigned care facility, as appropriate.
- Contacts team members and instructs them to take whatever actions that may be appropriate.
- Staffs and operates the animal care facility. Upon arrival at the facility, takes the necessary actions to open it, receive animals, and provide for their health and welfare.
- Contacts the EOC when the facility is ready to open.
- Opens and keeps the facility operating as long as necessary.
- Implements registration procedures for all animals that enter the facility.
- If tasked, provides the TOEACO with appropriate information about the animals being sheltered in the facility, to respond to family inquiries.
- Each day reports the following information to the EOC:
 - Number of animals sheltered at the facility.
 - Status of supplies.
 - Condition of facility and any problem
 - As necessary, a request for specific types of support or equipment
- Maintains records of expended supplies.

- Arranges for the return of animals to their owners.
- When appropriate, terminates operations and closes the facility. Cleans the facility grounds and equipment and returns to storage location for future use.
- Submits animal care facility status report to animal control officer. The report identifies the equipment and supplies that need to be restocked, and any other problems that arose during the operation that need to be addressed and resolved before the facility is used again.

Emergency Management Director:

- Makes recommendations to the Town Manager on the number and locations of animal care facilities to be opened.
- Coordinates with the PIO to facilitate dissemination of information to the public on both the location of the animal care facilities that will be opened and directions to them.
- Coordinates with the TOEACO to activate the animal care facility.
- Provides radio communications for facilities (i.e. Radio, phone, etc.).
- Ensures that the Region III Office of State Department of Emergency Management & Homeland Security is notified of ongoing operations within Enfield.

Police Department:

- Provides security at animal care facilities if needed.
- Provides traffic control at animal care facilities if needed.
- Maintains order in animal care facilities when deemed necessary by the animal care facility manager.

Public Works Department:

- Provide logistical support to the animal care facility.
- Assist in requests that are delivered to them (i.e., assistance in transporting equipment to animal care facility and personnel to assist in setting up the facility).

Public Information Officer:

Will make public announcements about the availability of animal care facilities and their locations.

ADMINISTRATION AND LOGISTICS

- Support may be requested from various private and volunteer organizations. These organizations will assist in the manner best suited for their respective capabilities.
- Records and reports associated with tracking the status of animal care operations will be stored at the EOC.
- A listing of animal care facilities will be developed by the TOEACO and incorporated at the end of this annex.

PLAN DEVELOPMENT AND MAINTENANCE

This annex shall be reviewed and updated by the TOEACO as changes occur throughout the year. All changes in the annex, its Appendixes, Attachments, Standard Operating Procedures and other necessary implementing documents shall be forwarded to the Emergency Management Director as they occur.

At a minimum this annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all holders prior to the completion of the four-year review cycle.

AUTHORITY AND REFERENCES

Authority for this annex is contained in the Town of Enfield Emergency Operations Plan; Title 28, Chapter 517 of the General Statutes of Connecticut as amended, FEMA's Guide for All- Hazard Emergency Planning (SLG 101), and such Executive Orders, Charter Provisions, Town of Enfield Ordinances or Special Acts as may be applicable.

This annex will become effective upon the approval of the Enfield Town Manager and Emergency Management Director, and State of Connecticut DEMHS. When approved, this annex will supersede any and all previously written and approved Animal Care Annexes.

NORTH CENTRAL CONNECTICUT AIR CRASH

DISASTER PLAN

2001

NORTH CENTRAL CONNECTICUT

AIR CRASH DISASTER PLAN

2001

Avon
Bloomfield
East Granby
East Windsor
Enfield
Granby
Simsbury
South Windsor
Suffield
Windsor
Windsor Locks

Prepared by: North Central Connecticut Air Crash Plan Committee

With the Assistance of: Bradley Airport Emergency Services State of Connecticut, Military

Department Office of Emergency Management

INTRODUCTION

A major aircraft disaster presents a scene of complete havoc. Wreckage, bodies and survivors can be strewn over a wide area. The crash may be further complicated by hazardous cargo. If the crash occurs near a school, housing area or traffic area the results can be catastrophic.

The purpose of this plan is to formulate a comprehensive action of rescue, medical and firefighting operations to combat the effects of a major air crash that might occur in a community in proximity to Bradley International Airport or its major flight paths.

This plan has been developed and coordinated with the cooperation of the State of Connecticut, Office of Emergency Management, the at-risk towns and the Bradley International Airport.

This plan, entitled "North Central Connecticut Air Crash Disaster Plan 2001" supersedes all other plans. The plan shall be implemented when the incident is beyond the capacity of the emergency forces of the crash-scene town.

By adoption of this plan, Title 28-14, Compensation Benefits, would be available to all participants for drills, exercises or an actual emergency.

The plan does not obligate any local community to a financial commitment. The plan provides for mutual aid response to any town in need of assistance. The response called for in the plan is applicable only for a major air crash that is beyond the capability of any single community.

The plan and mission assignments apply not only to the town affected by the air crash, but also to “supporting towns” who would provide primary support when called upon. Each of the participating towns should be prepared to respond in either a primary or supporting role in the event of an incident.

Finally, jurisdictional autonomy of the towns and Bradley Airport must be respected at all times.

Local officials of the incident towns are in charge of the disaster operations. State and local mutual aid response units, while under direct supervision of their own superiors, must coordinate their activities with the town affected.

TABLE OF CONTENTS

	Page
I. Authority	1
II. Mission	1
III. Situation and Assumptions	1 -2
IV. Organization	3 - 4
V. Concept of Operations	4
a. Preparedness Phase	4- 5

	b. Emergency Response Actions	5- 8
	c. Recovery Phase	8- 9
VI.	Direction and Control	9
VII.	Continuity of Government	9
VIII.	Mission Assignments	10
	Chief Executive Officer	10-11
	Senior Fire Officer (Fire Department)	11
	Police Department	12
	Emergency Medical Services	12-13
	Local Emergency Management Director	13-14
	Staging Area Officer	14
	Public Information Officer	15-16
	Department of Public Works (Highway Department)	16
	American Red Cross	16-17
	Salvation Army	17
	Connecticut State Office of Emergency Management	17-18
•	Command Post and EOC Function	18-19
•	Support	19-20
•	Special Requirements	20-21
•	Signature Page	22-23

Attachments:

- State of CT. “Local Government Situation Report”.
- American Red Cross Responsibilities, Aviation Disaster Family Assistance Act of 1996, Title VII.
- Federal Aviation Administration Advisory Cir. AC 150/5200-12B, 9-3-99.
- EOC Locations by Town.

- Map of Bradley International Airport.
- Water Rescue Resources list.

BASIC PLAN

- **Authority**
 Authority for this plan is contained in Title 28, Chapter 517 and Title 7 of the Connecticut General Statutes, Town Emergency Operations Plans and any local ordinance, executive order or charter revision, which may apply.
- **Mission**
 To establish methods and procedure's designed to protect life and property in the event of an aircraft disaster and to render mutual aid to the town in which the accident occurred.
- **Situation and Assumptions A. Situation**
 - Bradley International Airport occupies a land area of 2,468 acres in the towns of Windsor Locks, Windsor, East Granby and Suffield in Hartford County, Connecticut. The airport is in the north central part of the state.
 - Surrounding the airport and its major flight patterns, are several small communities, mostly of a residential nature, that are vulnerable to possible aircraft crashes on either approach or departure from Bradley Field. In no case would any one of the several towns have sufficient law enforcement, fire, medical, rescue or other trained personnel to cope with a major aircraft disaster. In recognition of this mutual need for support, the towns

have agreed upon a commitment of personnel and resources to assist whichever participating town may be affected by a major aircraft disaster.

- Personnel commitments will be made in the form of response from designated towns made up of policemen, fire lighters, persons trained in rescue techniques, certified emergency medical technicians and other support as needed. The Senior Fire Officer at the scene will assess the need for immediate assistance.

B. Assumptions

- A major airplane crash will create a situation that cannot be managed with the normal resources of any one town.
- The severity of the disaster will be of such a magnitude that a town may require additional response assistance from State and/or Federal sources.
- Bradley Airport Tower personnel may be the first to know of an impending or actual crash through their normal communications network.
- Depending on the degree of a potential threat of a crash, Bradley International Airport will activate its own emergency plan; in this case, alert Phase 111, (major aircraft involved in an accident on or near airport).
- Bradley International Airport Firefighting Personnel would provide immediate support for an air crash in proximity to the airport.
- A major aircraft accident in any of the risk towns would result in loss of life, destruction of property and would present fire and explosion hazards.

IV. Organization

- In the event of a major aircraft disaster, Title 7, Section 7-313e of the Connecticut State Statutes will apply. The Senior Fire Officer at the scene has the authority to direct and control emergency actions at the scene.
- The Chief Executive Officer of the town affected has overall responsibility for the emergency. The Chief Executive Officer will establish and direct an emergency operations center (EOC) from which to guide the operations of all agencies, public or private. The activities of the (EOC) will be coordinated by the local Emergency Management Director as outlined in the town Emergency Operations Plan. The EOC will maintain emergency communications with the on-site command post established by the Senior Fire Officer.
- The Senior Fire Officer at the scene will establish an on-site Field Command Post from which to direct and oversee all fire, rescue and emergency medical operations. Emergency communications will be maintained with the EOC.
- The Senior Fire Officer will appoint other officers as needed in the areas of operations, triage, documentation, demobilization, logistics, safety and other areas.
- The Senior Fire Officer at the scene will appoint a Staging Area Officer who will coordinate all resources. The Staging Area Officer will disperse resources as needed and designate staging areas as necessary.
- Mutual aid forces will be given mission type assignments by town authorities, but direct supervision is still retained by the parent agency.

- Personnel from the crash-town will remain under their normal lines of command.
- The triage area will be directed by an EMS Scene Control Officer who will be appointed by the Senior Fire Officer at the scene. In the absence of a Senior Fire Official in the initial phase of operations, the first medical unit crew chief or leader on the scene assumes the roll of EMS Scene Control Officer and begins to function in that capacity without supervision until the Senior Fire Official functions emerge at a later time.
- The EMS Scene Control Officer will appoint triage and loading officers as required.
- If the air crash disaster involves a military aircraft, the Connecticut Military Department will be notified by Troop W and Bradley Fire Department. The Emergency response would follow the guidelines of this plan. The Military Department would immediately communicate to the Senior Fire Officer any information regarding hazardous cargo aboard the aircraft. The Military Department would respond to any crash involving a military aircraft and would provide support to town emergency response forces. In the recovery phase the Military Department would secure the area and coordinate operations with the town affected.

V. Consent of Operations

A. Preparedness Phase

The preparedness phase are those actions, taken prior to a major air crash disaster that are designed to help save lives and minimize damage by

preparing people to respond appropriately when an emergency occurs. This includes:

- The towns contiguous to Bradley International Airport may designate preestablished standby areas. Apparatus and personnel may be moved to these areas in the event of an alert by Bradley personnel of an impending emergency at or near the airport.
- Maintaining a resource inventory of equipment and manpower which could be utilized.
- Training of personnel regarding the responsibilities and emergency duties required under this plan.
- Conducting periodic exercises that will test effectiveness of the North Central Connecticut Air Crash Disaster Plan.
- Reviewing and updating of the plan based on training exercises or changes in policy.
- Establishing communications network for both initial notifications of an air crash as well as fan-out procedures for mutual aid.
- Implementing pre-established mutual aid agreements.
- First response medical units at the scene will assess the magnitude of the disaster and notifying C-Med who will alert hospitals and the Connecticut Office of Emergency Medical Services.

B. Emergency Response Actions

The emergency response phase is that time prior to and after a major air crash occurs. The numbering sequence in the emergency response phase is not meant to establish priority as all actions are to be undertaken as soon as possible.

- When the Bradley Airport Tower is notified that an aircraft arriving or departing the airport is in major difficulty the tower will immediately notify Bradley Fire Department. Bradley Fire Department, having assumed an emergency condition, will notify CT State Police Troop W as well as the central dispatch centers of those towns contiguous to the airport. Troop W will activate communications fan-out to local police departments and notify CT State Police Troop H in Hartford.
- Those towns alerted to an impending air crash may move personnel and equipment to pre-determined standby areas.
- First responders on scene will make a preliminary assessment and notify their town dispatcher giving all information available. The Town Dispatcher will immediately notify local town authorities and emergency response agencies.
- In the event of a major air crash with no warning, the town dispatcher will immediately notify Troop W and Bradley Fire Department giving all information available. A fan-out to local authorities will be initiated.
- Troop W and Bradley Fire' Department will assist the town affected and provide communications fan-out to all mutual aid forces.

- The Senior Fire Officer of the jurisdiction affected will command and direct all response actions at the crash scene.
- The Senior Fire Officer at the scene will assess the need for immediate assistance.
- The Senior Fire Officer will appoint a Staging Area Officer, Operations Officer and other personnel as needed.
- The local Police Department will establish access and traffic control points and assist in body recovery and identification.
- The first Emergency Medical Service (EMS) at the scene will establish a triage area,
- The EMS provider at the scene assumes the responsibility for all triage operations.
- Mutual aid units, when requested, will respond to the designated staging area.
- The State coordinator of Mortuary Services will respond to the Command Post.
- Officials from Bradley Airport, Airline', Federal Aviation Authority (FAA), National Transportation Safety Board, State Office of Emergency Management and other officials shall respond to the Emergency Operations Center (EOC) established by the Local Chief Executive. The EOC will be in constant communication with the Field Command Post.
- Town department heads, Fire, Police, EMS, or their designate will direct the activities of their respective emergency response forces from the Field Command Post. The Senior Fire Officer may request other personnel to report directly to the Field Command Post.
- The news media will assemble at the local Emergency Operations Center or another area designated by the affected town.
- FAA will be responsible for air traffic space in proximity to the scene.

- State Office of Emergency Medical Services, the Medical Examiner and the Mortuary Coordinator will report to the Emergency Operations Center.
- The Hartford County Communications Coordinator will report to the Emergency Operations Center.

C. Recovery Phase

This phase is the period immediately following the emergency when actions will be taken to restore the community, to the greatest extent possible, to normal conditions. These actions include:

- The Chief Executive Officer may request an official Presidential Declaration through the State Office of Emergency Management to the Governor of Connecticut
- Maintaining access control.
- Clearing debris.
- Restoring of Public utilities.
- Removing aircraft.
- Providing Interment Services.
- Processing Insurance claims.
- Providing Emergency Social Services, shelter, clothing, food, etc.
- Rebuilding homes and buildings.
- Conducting Accident investigation.
 - Demobilizing Operations and Personnel.

VI. Direction and Control

The Chief Executive will exercise Executive Authority over all disaster operations in the town in accordance with mission assignments contained in this plan.

The Senior Fire Officer at the Command Post will control and direct all activities at the scene and staging area and will keep the Chief Executive Officer informed of operations through the Local Emergency Management Director.

The Field Command Post will be established near the scene. This is the center from which rescue, firefighting, and medical emergency operations will be directed. Staffing for the Field Command Post, as directed by the incident commander, should be limited to primary responders; Fire, Police, EMS Communications, and Commanders appointed by the Senior Fire Officer.

A Public Information Officer will be appointed by the Chief Executive Officer and will be available at the Emergency Operations Center.

VII. Continuity of Government

Lines of succession within the command structure will be in accordance with standard town Emergency Operations Plans.

VIII. Mission Assignments

The Chief Executive Officer is responsible for, but not limited to the performance of the following functions under this plan.

- Overall direction and control of emergency operations in the event of a major air crash disaster and implementation of the emergency operations plan (EOP).
- Establishment of an off-site Emergency Operations Center (EOC)) from which to coordinate volunteer agencies, state and federal authorities, public utilities and other support agencies external to town government.
- Providing administrative support to emergency workers and to the general public.
- Briefing of town department heads as to the nature of the emergency.
- Appointment of an official Public Information Officer and control of all news releases from town government.
- Coordination of all recovery efforts such as establishing restoration priorities, planning for rebuilding of destroyed buildings, facilities and roads, etc.
- Communication with Bradley International Airport authorities, airline officials, Connecticut Office of Emergency Management and representatives of government agencies such as, Federal Aviation Authority, National Transportation Safety Board.
- Ensuring that in the event of a major air crash disaster, all personnel having EOC assignments are quickly reached.
- Responsibility for the wellbeing of any persons evacuated due to the air crash.
- Issuance of an official declaration of a **State** of Emergency, if deemed a necessity.

- Request state assistance through the State Office of Emergency Management, Area 3.
- Ongoing communication and support with the Senior Fire Officer at the scene regarding all on-scene operations.

The Senior Fire Officer (Fire Department) is responsible for, but not limited to, the performance of the following functions under this plan.

- Control and direction of all on-scene and staging area operations.
- Appointment of officers to oversee major activities and lead units as required.
- Assessing the need for mutual aid.
- Establishment and staffing of a Field Command Post and other control points at the scene of the crash.
- Containing and extinguishing fires.
- Rescue operations.
- Appointing a Staging Area Officer and assistants as needed.
- Establishing communication with the Emergency Operations Center.
- Keeping the Chief Executive Officer informed regarding on-scene operations.
- Evacuation of persons in the vicinity of the crash.
- Notification to shut off utilities.
- Emergency lighting of the area in coordination with Public Utilities and Public Works.
- Establishing communications with Bradley Airport officials and airline personnel.

The Police Department has major responsibility for, but is not limited to:

- Limiting access of unauthorized persons to the emergency scene.
- Activation of traffic and crowd control system.
- Senior Police Officer to coordinate activities with the Senior Fire Officer from the Command Post.
- Maintaining law and order.
- Assisting in evacuation.
- Assisting in rescue operations.
- Coordination with local Emergency Management Director for additional law enforcement support.
- Assisting in body recovery and identification if needed.
- Staffing in the Emergency Operations Center.

Emergency Medical Services has major responsibility for, but is not limited to:

- Establishing a communications network to alert all Emergency Medical Service (EMS) personnel in the event of a major air crash disaster.
- Responding to scene of accident and establish a triage area in coordination with the Senior Fire Officer at the scene, or his triage liaison.
- Senior EMS Official and designates to staff both Field Command Post and Emergency Operations Center.
- Senior EMS person to direct all triage activities.
- Establishing communication with hospitals regarding number of incoming injured, severity of injuries, and estimated time of arrival.

- Coordinating all EMS services with the Ambulance Service.
- Coordinating all medical services with physicians at the triage area.
- Responsibility for all medical supplies.
- Keeping the Chief Executive, Senior Fire Officer and Emergency Management Director informed of all operations.
- Establishing an unloading area for all medical supplies.
- Coordinating hospital designation for patients with the physician on-scene and C-Med.
- Coordination with Medical Examiner.
- Coordination with Mortuary Coordinator.
- Coordination with State Office of Emergency Medical Services and Town Health Officials.
- Establishing On-Site Advanced Life Support consistent with regional EMS and hospital plans under the direction of a physician.
- Coordination with Critical Incident Stress Team.

The Local Emergency Management Director has responsibility for, but is not limited to, the following:

- Establishing an Emergency Operations Center, at the direction of the Chief Executive Officer.
- Coordination of staffing and functioning of the EOC.

- Alerting departments, agencies and individuals who have assigned responsibilities under this plan.
- Coordinating communications with the Field Command Post.
- Coordination with the State Office of Emergency Management, Area 3 regarding support from State and Federal Agencies.
- Coordinating support from private agencies and volunteer groups.
- The collection, display and dissemination of emergency information in the Emergency Operations Center.
- Direction of volunteer civil preparedness forces.
- Keeping the Chief Executive fully informed of all operations.
- Supporting emergency response forces to the fullest extent.
- Providing periodic Local Government Situation Reports to OEM Area 3.

The Staging Area Officer, appointed by the Senior Fire Officer at the scene, has major responsibility for, but is not limited to, the following:

- Establishing a staging area or areas for all incoming support services and resources.
- Responsibility for coordinating the logistical requirements in support of operations during a major air crash disaster.
- Command of all units and personnel assigned to the staging area.
- The appointment of Assisting Staging Area Officers as needed.
- Maintaining status of all personnel, whether committed or reserve.

- Deployment of resources to the scene of the crash at the direction of the Senior Fire Officer.
- Communication with the Emergency Management Director as required.
- Keeping the Senior Fire Officer informed of all Staging Area activities.
- Assigns appropriate personnel to maintain records related to the assignment of vehicles, radio call signs, and the tactical assignment offices.

The Public Information Officer, appointed by the Chief Executive Officer, has major responsibility for, but is not limited to the following:

- Establishment of an information office in the EOC which is the official point of contact for the media during an air crash disaster operation.
- Acting as the official spokesman for the town.
- Coordinating with the departments and agencies for the release of information to the public.
- Authentication of all information being received and verification for accuracy.
- Clearing all information with the Chief Executive before release to the media.
- Addressing rumor control.
- At the direction of the Chief Executive, establishing point of contact for informing the public of non-passenger casualties, shelters, emergency services and restricted areas. Inquiries handled in this manner will involve only town residents.

Under no circumstances should the town PIO sneak to matters im-oh'mg passengers on the aircraft.

The PIO will not address the following matters:

- **cause of accident**
- **release of names of victims on the aircraft**
- **number of casualties**

These and other matters of a similar nature will be addressed by the airline, or Bradley Airport Officials.

- Controlling of access to the crash site by the media. This can only be authorized by the Chief Executive Officer in coordination with the Field Command Post.
- Coordinating public information with the airline, Bradley Airport officials and the State Office of Emergency Management.
- Coordinating press releases with the State Public Information Officer assigned to the EOC at the State Office of Emergency Management.

The Department of Public Works (Highway Department) has major responsibility for, but is not limited to, the following:

- Assistance in providing emergency lighting and power in the event of a major air crash disaster.
- Clearance of debris.
- A portable/potable water supply where needed.
- Maintenance of sewage disposal systems and storm drains.

- Coordination of private contractors, equipment supplies and manpower as they pertain to Public Works.
- Assisting fire and rescue forces at the direction of Senior Fire Officer.
- Assisting in emergency transportation.

The American Red Cross will provide assistance as follows:

Under provisions of the Aviation Disaster Family Assistance Act of 1996, and the Foreign Air **Carrier** Family Support Act of 1997 the National Transportation Safety Board (NTSB) has designated the American Red Cross to be the “independent nonprofit organization” to provide for the emotional wellbeing of the families of survivors and those whose lives are lost in an aviation disaster, (see attachment).

The Salvation Army will provide assistance' as follows:

- Mobile canteen services.
- Emergency feeding service.
- Collection and distribution of food, clothing and other supplies.
- Grief counseling.
- Long-term follow-up social services.

The Connecticut State Office of Emergency Management will perform, but is not limited to, the following functions in the event of a major air crash disaster:

- Providing communications support in the event of a major air crash disaster.

- Notification to other State Agencies and the State Military Department regarding support requests.
- Keeping the Governor fully informed of all emergency operations.
- Ongoing communication with the' Chief Executive Officer of the town affected.
- Activating the State Emergency Operations Center (EOC).
- Assisting the Governor with public' information releases.
- Soliciting and compiling local agency and state' agency impact assessments and coordinating the formation and deployment of joint Federal/State impact assessment teams.
- Drafting formal requests for a Presidential Disaster, Emergency Declarations and U.S. Small Business Administration Declarations.
 - Arranging Federal/State/Local meetings subsequent to Presidential Declarations.
 - Coordinating state agency staffing of Disaster Recovery Centers, the Joint Family Support Operations Center and field offices, activated in response to an air crash.
 - Disseminating emergency information to local, state and federal Agencies.
 - Documentation of emergency response activities and development of post disaster reports on overall emergency operations by State government.
 - Providing for EM Area Coordinator at the scene or in the local Emergency Operations Center (EOC) to coordinate State resources when requested.

IX. Command Post and EOC Function

The Command Post will function in the following areas:

- Direction and control of all on-scene operations of the crash.
- Serve as the on-site headquarters for the Senior Fire and Police Officers and other key personnel at the direction of the Senior Fire Officer.
- Maintain communication with the Emergency Operations Center (EOC).
- Serve as central communications center within the crash scene perimeter.
- Control and use of on-scene resources.

The local Emergency Operations Center will function in the following areas:

- The Emergency Operations Center will be in constant communication with the Senior Fire Officer at the scene and will coordinate and provide support as required.
- Coordinate public information.
- Coordinate State and Federal support through the State OEM.
- Provide identification to appropriate emergency response personnel as required.
- The collection, analysis and dissemination of all emergency information to authorized personnel.
- Responsibility for all administrative and record keeping procedures required during the response and recovery phase of a major air crash.

X. Support

Emergency operations will be carried out principally by town forces supported by State forces and, as needed, by Military forces. The Federal Aviation Authority, National Transportation Safety Board, and other Federal agencies will play key roles: particularly in the recovery phase.

Other Support:

Bradley International Airport Emergency Services

Connecticut State Police CT State Department of

Transportation CT State Department of

Environmental Protection CT State Department of

Health

Federal Aviation Authority National Transportation

Safety Board

State Military Department, Office of Emergency Management

Mortuary Committee Medical Examiner

Federal Emergency Management Agency (FEMA)

XI. Special Requirements

Upon completion and approval of this plan by local communities and the State Office of Emergency Management, local government should have this plan duplicated in sufficient quantity to provide necessary town personnel and support agencies with copies of this plan. Local government should also request key

department and agencies to familiarize themselves with this plan and to also review standard emergency operations plan annexes which should be, when appropriate, merged with the air crash disaster plan.

Accurate records and logs must be kept of all actions taken, purchases made and resources expended. All expenses must be accounted for by receipts and written records.

This plan entitled “North Central Connecticut Air Crash Disaster Plan 2001 will become formally adopted when signed by the Chief Executive Officer of each participating town and the State Director of Emergency Management.

Upon adoption of this plan, a Regional Air Crash Advisory/Planning Committee will be formed. The Chief Executive Officers of each participating town will appoint a Chairperson who will direct the Advisory/Planning Committee. The Chairman will appoint at least one committee member from each of the following agencies to serve on the Air Crash Advisory/Planning Committee: a local Chief Executive Officer, Ct. State Police, Local Police, Bradley Airport, Local Fire Department, Local EMS, Local Emergency Management Agency, the State Office of Emergency Management and the American Red Cross.

The main purpose of the Air Crash Advisory/Planning Committee will be to serve as a focal point for updating and revising the plan if necessary. The committee will

also provide assistance to individual towns, assisting in training and exercises and keep abreast of actual air crash disasters in other parts of the country. Furthermore, the Committee will maintain a list of resources provided by each participating town.

The Air Crash Advisory/Planning Committee will periodically plan and conduct air crash training exercises.

South Windsor

Chief Executive Officer Date

Suffield

Chief Executive Officer Date

Windsor

Chief Executive Officer Date

Windsor Locks

Chief Executive Officer Date

State of Connecticut

State Director, OEM Date

Bradley International
Airport

Airport Director Date

TELEPHONE DIRECTORY

Home phone numbers of Enfield Officials are on file with the Enfield Police Department.

Airports

Bradley International Airport..... 627-3001

Windsor Locks, CT 06095.

Bus / Transportation Services Dial-A-Ride 253-6410

Smyth Bus Company - 623-8775 627-7045

State Department of Corrections .. 623-0397

Cleanup Contractors

Any request for a cleanup contractor must be submitted to the State Department of
Environmental Protection Oil/Chemical Spills Unit: 424-3024 or 424-3338 (24-Hrs.)

Additionally, the DEP maintains a list on file via their web site at:

www.ct.gov/dep/lib/dep/emergency_response_spillprevention/licensedspillcontractors.pdf

Connecticut

Clean Harbors of Connecticut, Inc..... 860-583-8917

761 Middle Street

Bristol, CT 06010

East Coast Environmental Service Corp. ... 203-469-2376

CT-HW-149

454 Quinnipiac Avenue

New Haven, CT 06513

Franklin Environmental Services..... 800-426-9878

329 Chamberlain Highway
Meriden, CT 06450

Safety Kleen, Inc 953-7018; Enfield Area:
• Brixton Street 800-619-5394
West Hartford, CT 06117

The Tyree Organization, Ltd..... 800-249-7211

Tri-S, Inc. 875-2110
CT-HW-80
Pinney Street Ellington, CT 06029

Waste Technology Services, Inc 860-747-1346
6 Forest Park Drive Farmington, CT 06032

Environmental Services Inc. (E-S-I.com) ... (860) 528-9500
90 Brookfield St South Windsor, CT 06074

East Coast Environmental Service Corporation203-469-2376
(Distributor of Spill Control Equipment and Absorbent)
454 Quinipiac Avenue New Haven, CT

Hubbard Hall Chemical Company 203-756-5521
(Distributor of Spill Control Equipment and Absorbent)
563 S. Leonard Street Waterbury, CT 06720

Massachusetts
Clean Industry, Inc..... 617-567-6500
CT-HW-189 170 Border Street East Boston, MA 02128

Jet-LineServices, Inc 617-843-2829; 508-669-4040
CT-HW-84
441 R. Canton Street
Stoughton, MA 02072

O.H. Materials Co 413-423-3526

Division of KBI Corporation
 CT-HW-369 90 Elm Street
 Hopkinton, MA 01748

Southhampton Sanitary Engineering 413-532-3876; 413-533-3526
 CT-HW-230
 168 County Road
 Southhampton, MA 01073

Zecco, Inc 617-393-2537; 508-351-9660
 dba: Northboro Waste CT-
 HW-130 345 West Main Street
 Northboro, MA 01532

New Jersey
 Clean Industry, Inc 201-925-6010
 dba: North Jersey Clean Ind.
 CT-HW-354 *
 1400 East Elizabeth Avenue
 Linden, New Jersey 07036

Fire Departments (non-emergency)
 Enfield Fire Department Station No. 1 860-745-1878
 Enfield Fire Department Station No. 2 860-741-3114
 Thompsonville Fire Department.. 860-745-3365
 Hazardville Fire Department 860-749-8344
 North Thompsonville Fire Department 860-745-2946
 Shaker Pines Fire Department ... 860-749-8552
 Health Department
 North Central Health District 860-745-0383

Hospitals

Connecticut
 Hartford Hospital..... ,. 860 545-5000
 80 Seymour Street
 Hartford, CT

Johnson Memorial Hospital Route 190 Stafford, CT	860684-8111
Manchester Memorial Hospital Haynes Street Manchester, CT	(860)646-1222
Rockville General Hospital 31 Union Street Vernon, CT	860 872-5292
St. Francis Hospital 114 Woodland Street Hartford, CT	860 714-4001
Massachusetts Baystate Medical Center., Springfield, MA	413-794-0000
Holyoke Hospital 575 Beech Street Holyoke, MA	413-534-2500
Mercy Hospital... .. 217Carew Street Springfield, MA	.413-748-9670
Noble Hospital..... 115 West Silver Street Westfield, MA	413-568-2811
Newspapers Hartford Courarit 101 Phoenix Avenue Enfield, CT 06082	860 241-6200
Journal Inquirer 543 Enfield Street.....	860 749-0000 860-646-0500

Enfield, CT 06082

Springfield Union & Republican.... 1-800-828-5597
Main Sheet Springfield, MA 01102

Police Department
Director of Public Safety 860 763-8929
Chief of Police 860 763-8915
Deputy Chief of Police 860 763-8916
Captain 860 763-8917

Public Works 860763-7520
Director763-7599
Deputy Director 763-7094
Buildings and Grounds 253-6427
Building Inspection 253-6370
Engineering253-6363
Fleet Maintenance. ,763-7522
Highway 763-7561
Solid Waste 763-7524
Water Pollution Control^l. 253-6450

Radio Stations

Connecticut WACC

Asnuntuck Community College, Enfield 253-3000

WCCC 525-9222
Hartford, CT 06105

WDRC 243-1115
Bloomfield, CT 06002

WHCN 522-1059
Hartford, CT 06101

WPLR 203-287-9070
Hamden, CT 06514

WRCH	678-1005
Farmington, CT 05034	
WTIC v.....	677-6700
Hartford, CT 06103	
CRIS	527-8000
Windsor, CT	
Massachusetts	
WACE,	413-594-6654
Chicopee, MA 01013	
WAQY.....	413-525-4141
East Longmeadow, MA 01028	
WHYN	413-734-4432 (News Dept.); 413-781-1011
Springfield, MA 01103	
WMAS.....	413-731-9500
Springfield, MA 01104	
WNNZ	413-736-6400
Springfield, MA 01115	
School Department	
Superintendent	253-6531
Assistant Superintendent	253-6533
Facilities Director	253-6512/6513/6514
Social Services	
Social Services	253-6394/6395
100 High Street	
Senior Citizens Center _____ ,	763-7425
299 Elm Street	
Child Day Care	763-7003

Mark Twain Congregate Living Center..	763-7519	
110 South Road		
Adult Day Care	763-7538	
1A Beech Road		
Youth Services . ,	253-6380	
19 North Main Street		
State Emergency Management	529-6893	
Region 3 Office Main Office	566-43338 or 566-3180	
State Department of Environmental Protection		
Oil and Chemical Spill Response Division.....	424-3024	424-3338
Monitoring and Radiation Division,	. 424-3029	
Bureau of Water Management	424-3704	
Flood Control	424-3706	
Department of Public Safety		
Bureau of State Fire Marshall	685-8380	
Commission on Fire Prevention and Control,627-6363	
Poison Control	800-222-1222	
US Environmental Protection Agency Oil		
and Hazardous Materials Unit	617-861-6700; 203-977-1541	
US Coast Guard		
New Haven	203-468-4464	
New London	860-442-4471	
US Department of Transportation		
Motor Carrier Safety	860-659-6700	
Federal Emergency Management Agency, Region I, Boston	617-956-7506	
National Institute for Occupational Safety and Health (OSHA)	301-443-1530	
National Response Center (Coast Guard/Environmental Protection Agency)	800-424-8802	
..... ^		
US Army Corps of Engineers	860-423-5603	
US Emergency Management Agency	202-287-0340....202-287-0350	
	301-447-1048	

National Fire Academy.....	
US Environmental Protection Agency	1-617-918-1753
US Nuclear Regulatory Commission	610-337-5000
US Public Health Service	
Center for Disease Control	404-329-3291
Association of American Railroads (ARR)	
Bureau of Explosives	202-293-4048
Chemical Manufacturers	
Association (CMA).....	202-887-1265
Chemical Transportation Emergency	
Center (CHEMTRAC).....	1-800-424-9300
National Fire Protection Association	
(NFPA)	617-770-3500
National Safety Council.....	312-527-4800; 630-285-1121
Support Organizations	
American Red Cross	860-678-2830/860-243-5727
Salvation Army	860-482-3569/860-482-6416
Enfield Neighborhood Services	253-6398; 253-6396
Surrounding Towns	
Connecticut	
East Windsor	623-2174
Civil Preparedness	
Ellington	870-3766
Emergency Management	
Somers	763-8200
Suffield	668-3838

Selectman's Office

Windsor Locks	627-1400
Civil Preparedness	627-1461
Massachusetts	
Agawam..	413-786-6925
Police	413-786-0267
East Longmeadow	413-525-5440
Police	
Longmeadow	413-567-3311
Police,	413-567-4315
Springfield	413-787-6720
Emergency Preparedness	
West Springfield	413-263-3212
Civil Defense	
Underground Pipelines	
Algonquin Gas Transmission Company.....	1-800-726-8383
Buckeye Pipeline	1-800-331-4115
(Jetline, Underground Jet Fuel Pipeline)	
Mobil Oil Company, Gasoline Transmission Pipeline	1-713-656-5431
Tennessee Gas Pipeline Company	1-800-231-2800
CL&P - Northeast Utilities - Tolland Office	947-2000
Utilities	
Connecticut Water	1-800-286-5700
25 North Street	
East Windsor, CT 06088	
Cox Communications	1-888-344-5560
5 Niblick Road	
Enfield, CT 06082	
Frontier Telephone	947-7033
.....	860-841-4584
.....	860-228-9849

Eversource Gas

1-800-992-3427

Gas Leak Only

1-800-989-0900

INSERT TIER II REPORTING FORM HERE.

Tier II Report Facilities

The following facilities have submitted Tier II Reports to the Local Emergency Planning Commission (LEPC). Rather than have an LEPC of its own, the Town of Enfield has designated the Capitol Region Council of Government (CRCOG) as its LEPC. Tier II Reports are submitted to both the LEPC and the local fire marshal.

Additionally, the Town of Enfield is an active member of CRCOG's Capitol Region Emergency Preparedness Commission (CREPC). CREPC is a coalition of many agencies who have banded together to work jointly to resolve major emergency incidents which may occur within the Hartford area. Their preparedness plan, the "*Region 3 RESP Plan*" is an attachment to Enfield's EOP.

Specialized Technology Resource, Inc (STR) - HAZARDVILLE FIRE DISTRICT

'EXTREMELYHAZARDOUS SUBSTANCES (EHS) PRESENT

10 Water Street Enfield,

CT 06082

Contact: Carol A Dyjack, 860-749-8371

ANOCOIL - SHAKER PINES FIRE DISTRICT

230 Shaker Road Enfield, CT 06082

Contact: Gary Michaud, 860-871-1200 Ext. 762

LEGO Systems, Inc. - SHAKER PINES FIRE DISTRICT

555 Taylor Road P.O. Box 1600 Enfield, CT 06082

Contact: Neil DeBiasio, 860-749-2291 Matt Twerdy

860-646-2469 (Fuss & O'Neil)

Eli Lilly and Company Northeast Regional Center - ENFIELD FIRE DISTRICT

150 Freshwater Boulevard Enfield, CT 06082

Contact: Cathleen C. Sanders, 317-276-7377

Quebecor World Infiniti Graphics Inc - ENFIELD FIRE DISTRICT

96 Phoenix Avenue Enfield, CT 06082

Contact: Steve Viens, 860-741-0150

Carris Reels of CT - HAZARDVILLE FIRE DISTRICT *EHS PRESENT*
11 Randolph Street Enfield, CT 06082
Contact: William Kimball, 860-749-8308
Craig Hiatala (Emg Contact), 860-749-8308

Dept, of Correction - SHAKER PINES FIRE DISTRICT
Carl Robinson Correctional Institution 285 Shaker Road Enfield, CT 06082
Contact: Dave Batten or Rick Hamel, Emrg. Contact, 860-692-7566

EMERGENCY MEDICAL SERVICES DEPARTMENT

General Description

The Town of Enfield has a municipal Emergency Medical Service (EMS) Department. It is capable of providing Paramedic/Advanced Life Support (ALS) and Basic Life Support (BLS), and is staffed by both full-time and part-time municipal employees. There are seven (7) ambulances.

Authorized staffing for Enfield EMS consists:

- One (1) full-time EMS Chief who is a paramedic.
- One (1) full-time EMS Captain who is a paramedic.
- Four (4) full-time lieutenants who are paramedics.
- Ten (10) full-time paramedics.
- Eleven (11) full-time Emergency Medical Technicians (EMT's) to administer BLS.
- Part-time paramedics and EMT's to fill staffing gaps.

The Enfield Police Department is authorized by the State of Connecticut as Enfield's EMS first-responder. As a result, a police cruiser is nearly always dispatched to all EMS calls n Enfield. All Enfield Police Officers are required to be EMT's.

The five (5) fire departments of Enfield have been designated as supplemental first responders at the BLS level. They will respond to EMS calls within their respective districts with their on-duty crew based on the medical nature of the call.

Enfield's Public Safety Dispatchers have been trained to utilize Emergency Medical Dispatch (EMD) procedures in order to assess the medical severity of each call as it is received at the Town's 911 Public Safety Answering Point (PSAP).

AMR Ambulance, in coordination with Johnson Memorial Hospital, provides 24-hour paramedic services.

There are two "Life Star" MEDIVAC helicopters, one based at Hartford Hospital, the other based at Backus Hospital in Norwich, and are available for emergency transport upon request.

There is also a "Life Flight" MEDIVAC helicopter, which is located at UMASS Worcester.

Additional assistance is available by mutual aid from ambulance services located in the towns of Suffield, East Windsor, Windsor Locks, Somers, and Longmeadow, Massachusetts.

All of the vehicles are equipped with two-way radios.

There are no hospitals in Enfield. Residents are provided hospital service by medical facilities located in other communities. There are 13 hospitals located within a 25-mile radius of Enfield.

The two medical facilities closest to Enfield are Johnson Memorial Hospital in Stafford, and Bay State Medical Center in Springfield, Massachusetts. Bay State Medical Center is a major trauma center.

A number of physicians practice medicine in Enfield, in addition, Home and Community Health Services has 3 per diem nurses and 7 home health aids.

EMS Department

Responsibilities

- Emergency first aid. Includes the setting of the triage station, and coordinating mass trauma treatment operations.
- Light rescue operations.
- Emergency transportation.
- Implementing and overseeing the Mass Casualty Incident (MCI) Plan.
- On-scene medical communications via CMED.
- Notification to medical examiner, if needed.
- Emergency morgue service.

Chief of Emergency Medical Services Responsibilities

The Chief of EMS is responsible for:

- Patient care and treatment at the scene of an incident.
- Patient transport to the appropriate medical facility.
- Serving as Medical Control Officer at a Mass Casualty Incident (MCI).
- Apprise the Incident Commander of patient care operations throughout the duration of an incident.
- Provide EMS guidance and recommendations to the Incident Commander.
- Operate under the Incident Command System and be prepared to participate under Unified Command in accordance with NIMS guidelines.
- Light rescue operations.
- Assist in the medical evacuation and in the movement of people to shelters,, medical facilities or relocation areas when necessary.
- Provide personnel for staffing the EMS department position at the EOC.
- Identify and maintain a critical resources inventory list indicating source and quantity.
- Support medical evacuation operations from disaster area during emergency operations.
- Perform other appropriate emergency response duties as may be assigned by the town manager.
- Maintain the Town of Enfield's Mass Casualty Incident (MCI) Plan.
- Responsibilities as assigned to all departments and agencies in the Emergency Operations Plan.
- Develop a departmental annex to this operations plan, and update it as necessary based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc.

RECREATION DIVISION

Supervisor of Recreation Responsibilities

Responsibilities of the supervisor of Recreation include:

- Serve under the direction of the Assistant Town Manager-Director of Emergency Management, but may be task assigned to sheltering or other relevant functions during an incident.
- Assist the Director of Social Services with emergency shelter operations, assigned.
- Serve as a Shelter Manager for the Town of Enfield
- Be familiar with ICS principles in accordance with NIMS.
- Assist in the supervision of volunteer shelter workers, to include members of the Enfield Community Emergency Response Team (CERT).
- Assist in the Coordination of assistance received from the American Red Cross during emergency shelter operations.
- Assist the Social Services Department and other agencies, as warranted during emergency shelter operations.
- Provide or arrange for recreation programs for people during extended emergencies.
- Perform other appropriate emergency response duties as may be assigned by the Town Manager.

CERT

(Community Emergency Response Team)

Mission:

The Mission of Enfield Emergency Management's CERT within the Town of Enfield is to provide critical support at Emergency Incidents. In doing so, the benefit of Enfield Emergency Management's CERT is realized by enabling Emergency Responders to accomplish their primary responsibilities.

Examples of CERT deployment:

- Perimeter Security
- Sheltering
- Assist with evacuation
- Monitoring elderly and "shut-ins"
- Assist with rehabilitation operations
- "people traffic"
- Medical assistance at MCTs within training limits

CERT Organization:

- CERT Team Leader.
- Assistant Team Leader.
- If Team Leader is unavailable, then Assistant Team Leader will assume team leader role.
- Squads will be created as an incident evolves and is based on the number of CERT members present.
- Team and Assistant Team Leaders will be appointed by the Director of Emergency Management.
- CERT falls within the Town of Enfield municipal government, with overall governance from the State Department of Emergency Management & Homeland Security (DEMHS).
- Enfield's Director of Emergency Management is responsible for Enfield CERT operations, as per DEMHS regulations. The Enfield CERT Team Leader receives direction from Enfield's Director of Emergency Management

- Contact points for CERT within the Town of Enfield municipal government: o Director of Emergency Management, o Emergency Management Assistant- o Police Liaison
- Activation:
- Dependent upon the situation.
- Can be requested by:
- Incident Commander such as Fire Chief or ranking Fire Officer- o Director of Emergency Management- o Emergency Management Assistant- o Chief of Police- o Deputy Chief of Police, o Police Captain.
- Mutual Aid - CREPC- another municipality.
- CERT Activation and Response:
- Incident Commander contacts Enfield Public Safety Dispatch and request CERT assistance.
- Public Safety Dispatch contacts in this order of availability: o Director of Emergency Management o Emergency Management Assistant o Chief of Police o Deputy Chief of Police o Captain
- One of the 5 individuals above then contacts the CERT Team Leader via phone.
- CERT Team Leader activates "phone tree" that is to be established by CERT members.
- CERT members will respond to a staging location specified by the Emergency Management Director or his designee. CERT members must bring their equipment.
- If a Shelter is to be activated- CERT members may be requested to respond in their private vehicles to the site to be used as a shelter.
- Upon arrival - CERT Leader reports to Incident Commander for assignment.
- It is the responsibility of the Emergency Management Director to submit a request to authorize activation to DEMHS in accordance with DEMHS procedures in order to provide workers' compensation coverage for CERT volunteers.

ICEY RESPONSE POINTS

- Response is voluntary and it is totally understandable if a CERT member is unable to respond.
- All CERT responses are NON-EMERGENCY (NO LIGHTS & SIRENS).
- NO SELF-DISPATCHING!
- NO FREELANCING!
- Enfield CERT identification badge must be worn, and the CERT member must bring their accountability tag.
- Enfield CERT works as a Team: o
- "Buddy" System
- CERT members are to conduct only those functions as assigned under ICS.

CERT Equipment:

CERT members should regularly check the equipment issued to them before an incident occurs:

- Helmet - does it fit? o
Goggles - are they clean? o
Vest
- Identification badges (2) and necklace - second badge is used for CERT members' accountability system, o Flashlight - does it work? o Mask
- Personal Items:
 - Clothing.
 - Sunglasses,
 - Water bottle.
 - Snack - it could be a long one!

Post-Basic Training:

Following basic CERT training, it is anticipated that subsequent training session will be held once post every two months for follow-up training.

- A training schedule will be developed which involves the CERT Team Leader, Squad Leaders, Police, Fire, EMS, and Emergency Management.
- Additionally, CERT members should anticipate participating in exercises in addition to regularly scheduled training.

Expectations of CERT:

Based on experience, Enfield CERT members need to be cautioned about over expectations in regards to the frequency of major incidents occurring. There may only be one or two actual incidents per year that require a request for CERT assistance. In some cases there could be more. Incidents which require CERT activation, while there may be such incidents may not occur for a substantial period of time.

The key thing for CERT members is to maintain regular attendance at training in order to remain proficient with the skills which they learned through during basic training.

ATTACHMENT AA

GLOSSARY

AHIMT -	All Hazards Incident Management Team
ARC-	American Red Cross
CAO-	Chief Administrative Officer

CBRNE -	Chemical, Biological, Radiological, Nuclear, and Explosive
CCC-	Citizen Corps Council
CCRPA -	Central Connecticut Regional Planning Agency
CDOT -	Connecticut Department of Transportation
CEO-	Chief Executive Officer
CERT-	Community Emergency Response Team
CFR-	United States Code of Federal Regulations
CMED -	North Central Connecticut EMS Council, Inc
CONPLAN -	U. S. Government Interagency Domestic Terrorism Concept of Operations Plan
CP8-	Command Post 8 (Newington Fire Department)
CRCOG-	Capitol Region Council of Governments
CRCOPA-	Capitol Region Chiefs of Police Association
CREPC-	Capitol Region Emergency Planning Committee (pronounced rep-see)
CRMRC -	Capitol Region Medical Reserve Corps
DEMHS	Connecticut Department of Emergency Management & Homeland Security
DHS -	U. S. Department of Homeland Security
DRI-	Disruptive regional incident
DWI-	Disaster Welfare Information System
EEL-	Essential Element of Information
EOC-	Emergency Operations Center
EOP-	Emergency Operations Plan (May also be referred to as an "LEOP")
ERT-	Emergency Response Team
FEMA-	Federal Emergency Management Agency
FRP-	Federal Response Plan
HAZMAT -	Hazardous Materials
HEICS -	Hospital Emergency Incident Command System
HSAS-	Homeland Security Advisory System
IAP-	Incident Action Plan
IC-	Incident Commander
ICS -	Incident Command System
IMT -	Incident Management Team
LEOP-	Local Emergency Operation Plan (May also be referred to as an "EOP")
MCC-	Mobile Command Center (Also known at CP-4)
MCI-	Mass Casualty Incident
MDT -	Mobile Dispatch Team
MMRS -	Metropolitan Medical Response System
MRI -	Major Regional Incident
NARL-	Newington Amateur Radio League
NIMS-	National Incident Management System

NPS -	National Pharmaceutical Stockpile
ODP -	Office of Disaster Preparedness
OEM-	Connecticut Office of Emergency Management
OSHA-	Occupational Safety and Health Administration
RCC -	Regional Coordination Center
R-ESF -	Regional emergency support function
RED Plan -	Regional Emergency Disaster Plan
RICS-	Regional Integrated Communication System
RID-	Regional Incident Dispatch Team
RPO -	Regional Planning Organization
SERC-	State Emergency Response Commission for Hazardous Materials
SPS -	Strategic Pharmaceutical Stockpile (new name for National Pharmaceutical Stockpile)
SRI-	Standard Regional Incident
TIMS-	North Central Connecticut Traffic Incident Management System
USAR-	Urban Search and Rescue
VISTA -	Volunteers in Service to America
VOAD -	Voluntary Organizations Active in Disaster
WMD-	Weapon of mass destruction

ATTACHMENT BB

DISTRIBUTION LIST

NOTE; Copies of this plan may be distributed by either hard copy or on CD.

- Town of Enfield Municipal Departments (all)
- Enfield Public Schools
- Enfield Fire Department

- Thompsonville Fire Department
- Hazardville Fire Department
- North Thompsonville Fire Department ® Shaker Pines Fire Department
- American Red Cross
- Salvation Army
- Connecticut Department of Emergency Management & Homeland Security
- Enfield Housing Authority
- North Central Health District
- Capitol Region Emergency Planning Committee
- Enfield Emergency Operations Center

ENFIELD EMERGENCY OPERATIONS PLAN January 1,2017
ATTACHMENT CC

Town Of Enfield Connecticut

MASS CASUALTY INCIDENT PLAN

April 24,2002

TABLE OF CONTENTS

	PAGE
Notification, Size Up and Declaration	1
Early Alert	1
Determination of Nature and Extent of Event	1
Determination of Nature and Extent of Event	1
Size Up: First Medical Responder Protocol	1
Declaration: Incident Commander Protocol	1
Other Agencies to be Alerted: Dispatcher Protocol	2
Mutual Aid Dispatch Preplans	3
EMS Dispatcher Protocols	3-4
Personnel: Dispatcher Protocol	4
Equipment and Supplies: Dispatcher Protocols	4
Bradley Airport Fire-Rescue MCI Trailer	4
On Site Organization and Operations	5
Command Structure	5
Incident Commander	5-6
Scene Access and Security	6
Treatment Area	6
Staging	6
Loading Area	6
Category I (red) Treatment	6
Category II (yellow) Treatment	6
Category III (green) Treatment	6
Distribution of Patients to Hospitals	6-7
Transportation	7
Termination	7
Functions of EMS Command Personnel	8
Incident Commander	8-9
EMS Scene Control Officer	9-10

Primary Triage Officer	10-11
Secondary Triage Officer	11
Treatment Officer	11-12
Loading Officer	12-13
Medical Protocols	14
On Site Triage	14-15
On Site Advanced Life Support	15
Inter-Hospital Linkages and Transfers	15-16
Critical Incident Stress Debriefing	16

Attachments

* Regional Request Sequence For Ambulance Resources From North Central Connecticut CMED

for the Town of Enfield, Connecticut.

° Regional Request Sequence For Ambulance Resources from Tolland County Mutual Aid Dispatch for the Town of Enfield, Connecticut.

• Regional Request Sequence For Ambulance Resources From Western Massachusetts Connecticut CMED for the Town of Enfield, Connecticut.

NOTIFICATION, SIZE UP AND DECLARATION

EARLY ALERT - DISPATCHER PROTOCOL

Any Enfield Public Safety Dispatcher, upon learning of the potential for a mass casualty event (MCI), shall provide an early notice of the possibility of a MCI response to the Tolland County Mutual Aid Dispatcher (ph: 872-7333) immediately without waiting for later confirmation from the scene.

DETERMINATION OF NATURE AND EXTENT OF EVENT

First responding medical and other units will be asked by the dispatcher to report objective information as to:

- Extent - number of casualties (real and potential).
- Nature - mechanisms of injury.
- Severity - estimated number of non-ambulatory patients.
- Spread - geographic area covered.

THRESHOLD NUMBER OF VICTIMS (definition!

This number is determined by considering the number of ambulances that will arrive at the scene within 15 minutes from the time the dispatcher issued the first alert. This number also takes into account the flexibility of each ambulance having 2 patients.

In Enfield, it is estimated that four (4) ambulances can be at the scene of an incident within 15 minutes from when the first alert is issued.

SIZE UP - FIRST MEDICAL RESPONDER PROTOCOL

The threshold number has been established at EIGHT (8) victims. To this threshold, the following medical qualitative factors are added supplementally:

- If number of victims exceeds the threshold, but few, if any, appear to be seriously injured, consideration will be given to not declare this a MCI.
- If the number of victims is less than the threshold but any of the following is present, consideration will be given to designate this a MCI:
 - ® More than four (4) critical patients • More than four (4) patients with head injuries e Other:
 - Remote location.
 - Need for extraction.
 - Potential for the number of patients to substantially increase.

DECLARATION - INCIDENT COMMANDER PROTOCOL

A MCI may be declared by:

- ® Incident Commander.
- Ranking Officer of the first arriving emergency unit - fire, police, or EMS.

A MCI is declared. Once declared, authority may be delegated to:

- Request additional resources, i.e., following dispatch protocols as defined below
- Provide information through the Enfield Public Safety Dispatcher to the Tolland County Mutual Aid Dispatcher as identified in the Early Alert section on Page 1 of this plan.

If there is no MCI, the Enfield Public Safety Dispatcher will contact Tolland County Mutual Aid Dispatcher to advise them of this situation.

OTHER AGENCIES TO BE ALERTED -

DISPATCHER PROTOCOL Upon declaration of a MCI by the Incident Commander, the dispatcher will alert the following agencies:

- Tolland County Mutual Aid Dispatch (ph: 872-7333), who will coordinate all medical resources in the area by conducting an inventory of area hospital capabilities to include:
 - Number of available beds for various critical care patients.
 - Emergency Department space.
 - Blood supplies.
 - Etc.
- Enfield Town Manager's Office (M-F ph: 253-6350).
- Enfield Director of Emergency Management (may be handled at same time that Town Manager's Office is notified. Pager: 8027087).

Enfield Emergency Management, or a designated representative, will assume responsibility for contacted the State Office of Emergency Management and apprising them of the situation.

MUTUAL AID DISPATCH PREPLANS

EMS DISPATCHER PROTOCOLS FOR AN EVENT NOT DECLARED A MCI WITH 6 TO 7 PATIENTS:

Acting on authorized command from the scene, ambulance units will be directly dispatched, and/or backup ambulance dispatchers will be called in the priority order listed below to provide the number of vehicles and crews requested.

Other routine EMS dispatching will be accomplished using routine protocols. This includes but is not limited to paramedic responses and Life Star helicopter EMS responses.

FOR AN EVENT DECLARED A MCI WITH 8 OR MORE PATIENTS, BUT NEEDING NO MORE THAN 11 AMBULANCE UNITS AT THE SCENE:

Acting on authorized command from the scene, ambulance units will be directly dispatched and/or backup ambulance dispatchers will be called in the following priority order. If available, Paramedic (ALS) units should be requested instead of Basic Life Support (BLS) units.

Dispatch to an identified area will be ordered for:

- AMR Ambulance - Connecticut Communication Office - as many as possible.
- Depending on the location of the incident within Enfield, mutual aid for ground ambulances from municipalities located within Tolland County will be requested through Tolland County Mutual Aid Dispatch.
- Tolland Council Mutual Aid Dispatch will also assume responsibility for requesting through CMED ground ambulances from municipalities located within Hartford County.

- Longmeadow MA, FD Ambulance - 2 vehicles. Ph: (413) 567-3357.
- AMR Ambulance - Western Massachusetts Communications Center (located in Springfield and serves as Springfield's CMED) - As many as possible. Ph: (413) 846-6128.
- Enfield Public Safety Dispatchers will coordinate with Tolland County Mutual Aid Dispatch to ensure adequate EMS coverage is maintained within the Town of Enfield to respond to other EMS incidents that may occur during the MCI.

In requesting mutual aid, it is understood that some communities that have been requested to send more than one unit may have to first secure coverage from another ambulance service prior to dispatching their second vehicle to the MCI

- Helicopter EMS will be requested by Enfield Public Safety Dispatchers to Life Star - Hartford (1 aircraft. Ph: 1-800-437-4378) with a specific statement that responses be requested for a declared MCI.

All requests for helicopter transport will be coordinated through Life Star.

In addition to the one helicopter in Hartford, other similar resources are available as follows:

- Life Star (Norwich) - 1 aircraft
- New England Life Flight -1 aircraft.
- New England Life Flight (day only) - 1 aircraft.
- Med-Flight (Boston) -1 aircraft.

FOR AN EVENT DECLARED A MCI WITH 8 OR MORE PATIENTS AND NEEDING MORE THAN 11 AMBULANCE UNITS AT THE SCENE.

Acting on authorized command from the scene, ambulance units will be directly dispatched, and/or backup ambulance dispatchers will be called from the listing above.

AS EACH OF THE ABOVE ACTIVITIES IS ACCOMPLISHED, THE DISPATCHER WILL CONFIRM THIS WITH THE INCIDENT COMMANDER AT THE SCENE.

PERSONNEL - DISPATCHER PROTOCOL

Additional EMS personnel, non-affiliated with ambulance services, previously dispatched will assemble at their respective stations and stand by for possible response if additional personnel are requested. All additional personnel will:

- Travel in an organized group with their own leadership.
- Be equipped with appropriate personal equipment.

- Report to the EMS Scene Control Officer for assignment, unless directed otherwise.

EQUIPMENT AND SUPPLIES - DISPATCHER PROTOCOLS

Advanced Life Support - Intravenous fluids, medications, and other medical supplies for advanced life support will be stockpiled at an area designated by the Incident Commander and transported to the scene by:

Basic Life Support - The following BLS equipment items should be stockpiled by each ambulance company and be made available for use upon arrival at the scene:

ON-SITE ORGANIZATION AND OPERATIONS

COMMAND STRUCTURE

In a declared MCI, the following structure of command organization will apply:

INCIDENT COMMANDER

**FIRE
OFFICER**

**EMS SCENE
CONTROL
OFFICER**

**POLICE
COMMAND**

**PRIMARY
TRIAGE
OFFICER**

**SECONDARY
TRIAGE
OFFICER**

**TREATMENT
OFFICER**

LOADING OFFICER

When local operations are conducted under the incident command system (ICS), the EMS functions identified above will be carried out but be made subordinate to this incident command system.

INCIDENT COMMANDER

- Senior Fire Officer - It is recognized that the senior fire officer of the fire district in which an incident has occurred will be in charge of scene operations where large numbers of injured victims are present.
- Highest Ranking Police Official - In the event of an active crime/civil disturbance,
 - *g.*, hostage taking or sniper, the senior police officer will usually assume this role.

- Unified Command. Under certain circumstances, it may be necessary for the senior police and fire officers to operate under a unified command structure due to the complexity of the situation encountered such as an act of terrorism that employs weapons of mass destruction.

In either situation - single or unified incident command - the incident commander(s) will coordinate operations between responding agencies.

If on scene when the first medical units arrive, this incident commander will be the single individual from whom authority will be obtained to enter the area where the victims are located. The incident commander will be the official who will declare a MCI. This will be followed by designation of the EMS scene control officer to serve in that capacity to coordinate medical responses.

If an EMS unit is the first unit to arrive at the scene, then the Vehicle Operator will temporarily serve as the Incident Commander until a fire or police unit arrives and assumes command. The primary purpose for the EMS Vehicle Operator temporarily assuming Incident Command is to conduct an initial assessment of the scene, particularly in regards to safety.

The Crew Chief of this specific EMS unit will assume EMS Scene Control Officer.

SCENE ACCESS AND SECURITY Police authorities will secure a perimeter to control access to the scene. This is critical for efficient operations to occur. Police officials will direct all incoming apparatus as follows:

- Fire apparatus to the Fire Officer.
- Rescue Squads to the Fire Officer.
- Ambulances to the EMS Loading Officer, after this position has been established. During the incident's early phase, the EMS Scene Control Officer will assume this responsibility. Incoming ambulances may be directed to a staging area if this is ordered by appropriate personnel.

All incoming personnel will be directed as follows:

- Firefighters to the Fire Officer.
- Police Officers to the Police Commander.
- EMS personnel to the EMS Scene Control Officer

TREATMENT AREA

This is the responsibility of the Treatment Officer

Equipment - It is usually not indicated to off load all medical supplies from each ambulance. To maintain inventory control and to reduce time spent looking for equipment and supplies, crews should usually draw supplies from stocks kept in their vehicles.

STAGING

Ambulance units may be asked to report to a remote staging area to standby. Crews should remain near their vehicles in the staging area.

LOADING AREA

Ambulances may be directed to report to a loading area adjacent the treatment area in order to be given an assignment by the Loading Officer. If there is no one available to give direction in the loading area, then the Crew Chief should request instructions from the EMS Scene Control Officer. The crew may subsequently be directed to do any number of tasks such as:

- Off-load their backboards and straps in the loading area.
- Proceed to the scene to immobilize any red-tagged victims.
- Report to the treatment area to assist in patient care.

CATEGORY I (RED) TREATMENT

Category I (red) patients will be earned on spine boards to a treatment area for prompt care to be assigned by the Treatment Officer.

CATEGORY II (YELLOW) TREATMENT

Categoii II (yellow) patients will be carried on spine boards to a treatment area for delayed care to be assigned by the Treatment Officer.

CATEGORY III (GREEN) TREATMENT

Category III (green) patients will be escorted to a separate area for evaluation and care of any minor injuries who may not require hospital care, and for psychological support. This area will be staffed primarily by non-medical personnel, Red Cross First Aid teams and other medical personnel assigned by the Treatment Officer.

DISTRIBUTION OF PATIENTS TO HOSPITALS

The Loading Officer in conjunction with

Tolland County Mutual Aid Dispatch will assume responsibility for designating the hospital to which a patient will be transported.

Hospitals will be responsible for processing patients requiring an inter-hospital transfer. The transporting ambulances should be dispatched from the area of the receiving hospital.

TRANSPORTATION

The Loading Officer will give incoming ambulance crews directions on where to report.

Category II (yellow) patients will usually not be transported until all Category I patients have been transported. One exception might be when there are many ambulances available and one or

more Category II patients are ready for transport while there is a delay in extrication of some of the Category I victims.

The Loading Officer will keep a written record of each patient that consists of the following:

- Patient's tag number.
- Name of the hospital where the patient has been transported.
- Identification of the ambulance transporting the patient.
- Time that the ambulance left the scene with the patient for the hospital.

The Loading Officer will be responsible for reporting the patient's condition to the receiving hospital.

TERMINATION

The EMS Scene Control Officer will assist the Incident Commander in deciding when additional resources are no longer necessary, and all patients are receiving care from at least one EMT crew person from an ambulance. The Incident Commander may then terminate mass

FUNCTIONS OF EMS COMMAND PERSONNEL

SUPERVISES - A designated officer in each of the following public safety services:

- Police.
- Fire.
- EMS.
- All other agency and support groups responding to the situation including, but not limited to:
 - Emergency Management.
 - Red Cross.
 - Military support groups.
 - Etc.

OPERATIONAL COMMENTS

- Since Enfield has established the Incident Command System (ICS) as the organization of large scale events, EMS operations as defined in this MCI Plan will become subordinate to ICS.

- The Incident Commander must avoid an extended span of authority. It is recommended such authority be limited to no more than five (5) personnel reporting to and requiring guidance from the Incident Commander.
- Supervision and control of subordinate activities are vital. Delegation of all fire operations to a subordinate may be done to allow equal availability to all public safety commanders.
For a civil disturbance, delegation of all police activity to a subordinate might be done.
- The incident commander needs to be readily available to subordinates while maintaining an overall view of the entire scene. Standing back and staying in one location will help achieve these objectives.
- A command post may be set up that can serve any of the following needs:
 - To bring together the Chiefs of Police and Fire, the EMS Scene Control Officer, and the Emergency Management Director. This will allow for direct, face-to-face communication and decisions to be made.

To coordinate interagency communication at the incident.
 - To facilitate communication from the scene to the Enfield Public Safety Dispatcher and other critical centers.
 - Within close proximity to the command post, an area should be establish and clearly identified for the new media to congregate. However, this should not be part of the command post. Having a designated media area located near the command post will greatly facilitate the issuance of .critical public information notices and incident updates.
 - A rehabilitation area should be established within close proximity to the command post that will afford emergency personnel with a place to rest. As personnel leave rehabilitation to return to the incident, their accountability and assignments can be monitored from the command post.
 - A staging area for equipment, especially drugs and valuable supplies can be established within close proximity to the command post.
- Under ICS, an Operations Officer could be appointed to serve between the Incident Commander and EMS Scene Control Officer.

TASKS

- Designate the individuals who will report to the Incident Commander, actually report to her/him, and define the scope of their responsibility and authority.
 - Communicate appropriate information and directions. When necessary, request decisions from participating officials.

- Identify potential problems.
- Manage resources through subordinates.

EMS SCENE CONTROL OFFICER

MISSION - This activity is assigned to senior EMS Official at the incident from the Police Department, Fire Department, or a separate EMS agency.

FUNCTION - Direct all medical operations. REPORTS TO - Incident commander.

SUPERVISES

- Primary triage officer.
- Secondary triage officer.
- Treatment officer.
- Loading officer.

OPERATIONAL COMMENT This role is delegated by the Incident Commander at the scene. The Crew Chief or officer from the first arriving EMS unit will contact the Incident Commander to determine if:

- Is this a declared MCI? If yes,
- Is it safe to enter the area where victims are located? If yes,
- Does the Incident Commander wish to designate this individual as the EMS Scene Control Officer?

If the EMS unit is the first emergency agency to arrive at an incident, the Crew Chief or officer of that EMS unit will begin to serve as the EMS Scene Control Officer after determining the safety of the scene in order to allow personnel to enter. As soon as the first arriving Fire or Police authority on scene assumes Incident Command, the EMS Scene Control Officer will report to the Incident Commander. After reporting on activities accomplished, the Crew Chief will request authority to continue as the EMS Scene Control Officer.

Early in the operation, the primary role of the EMS Scene Control officer will be to establish subordinate triage activities and to supervise the designated individual officers who are assuming key EMS tasks. Care must be taken not to establish multiple subordinate roles too rapidly as this action may prevent adequate supervision of the officers as each begins their role. Later in the operation, the EMS Scene Control Officer may be located at or near the command post once all subordinates have established their responsibilities.

TASKS

- Obtain authority from the Incident Commander to enter the scene and establish medical operations.
- Communicate an estimate of casualties to the primary receiving hospital(s) and the dispatcher.
- Designate and supervise the Primary Triage Officer.
- Designate and supervise a Secondary Triage Officer.
- Direct incoming EMTs to assist in back boarding or other activities as needed.
- Designate and supervise a Treatment Officer.
- Designate and supervise a Loading Officer.
- Give periodic reports with appropriate information to the Incident Commander.
- Identify problem areas and assign resources.

PRIMARY TRIAGE OFFICER

MISSION - Unless directed otherwise by the EMS Scene Control Officer, this activity is assigned to the Crew Chief of the first EMS unit to arrive at the incident once a separate EMS Scene Control Officer has been designated.

FUNCTION - View all patients to identify and immediately correct life threatening problems:

- Bleeding.
- Airway.
- Shock.

REPORTS TO-EMS Scene Control Officer

SUPERVISES - Personnel assigned to treat life-threatening problems immediately.

OPERATIONAL COMMENTS - If a fire or other hazard exists, the Incident Commander will decide one of the following:

- Evacuate all patients prior to any triage or care.
- Control the hazard first, followed by triage and care.

The Primary Triage Officer should be available to immediately begin triaging victims once access to them becomes available. This is especially important if there is any delay in extricating any victims.

TASKS

- Circulate among all patients.
- Identify life-threatening problems:
 - Bleeding.
 - Airway.
 - Shock.
- Direct others to conduct patient care.

SECONDARY TRIAGE OFFICER

MISSION - This activity is assigned by the EMS Scene Control Officer to a member of an agency responding to the incident who is an EMT or higher medically licensed. It is preferred that this individual be a ranking officer within that agency.

FUNCTION - Determine the order of patient evacuation from the scene to treatment areas.

REPORTS TO - EMS Scene Control Officer

SUPERVISES - Others assigned to assist with tagging.

OPERATIONAL COMMENTS - Unlike the functions of the EMS Scene Control Officer and the Primary Triage Officer, this function usually will not be performed immediately. During the first minutes of the incident, when resources are limited, the focus must be on establishing a command structure and supervising primary triage. Secondary triage should only begin after primary triage has been effectively established.

TASKS

- View all patients.
- Classify all patients according to their need for treatment.
- Tag all patients with METTAGs as follows:

Color Indication

Black Clinical death.

Red Rapid transport to hospital.

Yellow Delayed transport to hospital.

Green Transport to hospital not required

- Apply METTAGs according to protocols:
 - Green - around patient's neck.
 - Yellow, Red, & Black - on patient's ankle.

Save any colored strips removed. Place corner triangle on a fixed object for later investigation.

- Give periodic reports with appropriate information to the EMS scene control officer. After all patients have been tagged, prepare two identical written reports identifying the total number of victims tagged, and the number in each color category. One copy will be retained by the secondary triage officer. The second copy will be given to the EMS scene control officer.

TREATMENT OFFICER

MISSION - This activity is assigned by the EMS Scene Control Officer to a ranking officer from a responding agency who is an EMT, or higher medically licensed. As soon as is practically possible, a Paramedic should be assigned to this position.

FUNCTION - Establish and supervise the treatment area, to include assigning personnel for patient care.

REPORTS TO - EMS Scene Control Officer

SUPERVISES - All personnel and patients in the treatment area.

OPERATIONAL

- This person must match limited treatment resources to patients on a priority basis, and must make appropriate assignment of paramedical and medical personnel.
- This person should have a high level of prehospital medical training.

TASKS

- Identify and mark patient treatment area and staging area.
- Assume command and control over all personnel within the treatment area. Supervise all patient care. Provide for required security arrangements.

- Assign personnel with advanced medical training to provide care in the patient treatment area.
 - Receive and review the condition of all patients as they arrive in the patient treatment area: does third level triage (A/B sorting of red tagged patients).
 - Give periodic reports with appropriate information to the EMS Scene Control Officer.
- Some or all of these tasks may be assigned to the Loading Officer.

LOADING OFFICER

MISSION - This activity is assigned by the EMS Scene Control Officer to a ranking officer from a responding agency who is an EMT or higher medically licensed.

FUNCTION - Assign ambulance crews to receive patients.

REPORTS TO - EMS Scene Control Officer **SUPERVISES** - Ambulance crews **TASKS**

- Identify and mark a staging area for ambulances.
- Identify and mark a loading area adjacent to patient treatment area.
- Upon request from the Treatment Officer, direct ambulance crews to the treatment area for patient care assignments.
- Communicate with hospital:
 - METTAG number.
 - Age and sex of patient.
 - Major characteristics of injury.
 - Request identification of the appropriate destination hospital. If this will not be available from the hospital, then decisions reached by Treatment Officer as to destination hospital will be communicated.
 - Anticipated departure time.
- Give periodic reports with appropriate information to the EMS Scene Control Officer.

Communications with the hospital may be assigned to the Treatment Officer for a given community plan or based on the nature of the incident.

MEDICAL PROTOCOLS

- After all the patients have been tagged, prepare two identical written reports that identify the total number of victims tagged, and the number in each color category. One copy will be retained by the secondary triage officer. The second copy will be given to the EMS Scene Control Officer.

THIRD LEVEL TRIAGE - Third level triage is the A/B sorting of red-tagged patients. The Treatment Officer who will be designated by the EMS Scene Control Officer will conduct it.

Red A Patients are unconscious.

Red B Patients are conscious.

The Treatment Officer will:

- Identify and mark patient treatment and staging areas.
- Assume command and control over all personnel within the treatment area; supervise all patient care; provide for required security arrangements.
- Assign personnel with advanced medical training to provide care in the patient treatment area.
-
- Receive and review the condition of all patients as they arrive in the patient treatment area - conduct third level triage.
- Communicate to hospital for each patient:
 - METTAG number.
 - Age and sex of patient.
 - Major characteristics of injury.
 - Request identification of the appropriate destination hospital. If this will not be available from the hospital, then decisions reached by Treatment Officer as to destination hospital will be communicated.
 - Anticipated departure time.
- Give periodic reports with appropriate information to the EMS Scene Control officer. Some or all of these tasks may be assigned to the Loading Officer.

FOURTH LEVEL TRIAGE - Fourth level triage consists of assigning ambulance crews to individual patients to transport to the hospital. This function will be initiated by the Loading Officer in consultation with officials at the hospital emergency department.

TRIAGE SUMMARY

Sequence	Location	Care	Supervisor
Primary	Scene	Bleeding Airway	Primary Triage Officer

		Shock	
Secondary	Scene	Immobilization after Classification	Secondary Triage Officer
Third	Treatment Area	EMT, EMT-P	Treatment Officer
Fourth	Loading Area & in Ambulance	Continuing Care, Transport	Loading Officer

ON-SITE ADVANCED LIFE SUPPORT

Advanced life support will initially be provided by AMR Ambulance, which is the State-designated ALS field unit agency for paramedic services in Enfield. Additional ALS units will be provided via mutual through Tolland County Mutual Aid Dispatch upon the request of the EMS Scene Control Officer.

When responding to a MCI, Johnson Memorial Hospital will retain medical direction of AMR Ambulance service personnel. This hospital routinely serves as the sponsor base hospital for that service.

INTERHOSPITAL LINKAGES AND TRANSFERS

Tolland County Mutual Aid Dispatch will coordinate all medical resources in the area as follows:

Conduct an inventory of area hospital capabilities to include:

- Number of available beds for various critical care patients.
- Emergency Department space.
- Blood supplies.

Instruct the Treatment Officer as to which hospitals patients with identified critical problems should be transported.

Inform area hospitals of status changes at the scene.

Hold open radio and/or telephone communications between hospitals, and close radio frequencies from use by ambulances to the hospital.

Provide for decompression of the primary receiving hospital by calling ambulance services nearer the receiving hospital and are remote from the scene to transfer critical patients after they have been initially stabilized.

CRITICAL INCIDENT STRESS DEBRIEFING

The dispatcher, when ordered by Incident Command or the EMS Scene Control Officer, will notify the following critical incident stress debriefing program that there has been a MCI:

Public Safety EAP from North Haven.

Volunteer CISD (Ph:1-800-734-CSID (2473).

Individual peer counselors as identified.

REGIONAL REQUEST SEQUENCE FOR AMBULANCE RESOURCES FROM NORTH CENTRAL CONNECTICUT CMED FOR THE TOWN OF ENFIELD. CONNECTICUT

AMR Ambulance Connecticut 1-800-379-7700

Communications Office

Suffield Ambulance (860)668-3870

East Windsor Ambulance (860) 292-8240

Windsor Locks Ambulance (860) 627-1461

Bradley Airport Fire-Rescue (to include their (860)292-7400

MCI Trailer) **H CONTACT IMMEDIATELY IN THE EVENT OF A PLANE CRASH IN ENFIELD H**

South Windsor Ambulance (860)644-2551

East Granby Ambulance (860)653-7221

Granby Ambulance (860)653-7221

Windsor Ambulance (860) 688-5273

Bloomfield Ambulance (860) 242-5501

Ambulance Service of Manchester (860)643-1212

AETNA Ambulance (860)247-6792

REGIONAL REQUEST SEQUENCE FOR AMBULANCE RESOURCES FROM TOLLAND COUNTY MUTAL AID DISPATCH FOR THE TOWN OF ENFIELD. CONNECTICUT

Somers Fire Department (860) 872-7333

Ellington Ambulance (860) 872-7333

Stafford Springs Ambulance (860)872-7333

Vernon Ambulance (860)872-7333

Tolland Ambulance (860) 872-7333

REGIONAL REQUEST SEQUENCE FOR AMBULANCE RESOURCES FROM WESTERN MASSACHUSETTS CMED FOR THE TOWN OF ENFIELD. CONNECTICUT

Longmeadow Fire Department (413) 567-3357/3311

Agawam Fire Department	(413) 786-2662/4767
AMR - Springfield	(413) 846-6299/736-0600
Baystate Hospital Ambulance Service (BHS)	(413) 784-9851/772-0826
West Springfield Fire Department	(413) 732-4141/7421
Chicopee Fire Department	(413) 594-6631/(413) 592-6341
Ludlow Fire Department	(413) 583-8332/8305
Palmer Ambulance	(413) 284-1652

ATTACHMENT DD

ENFIELD HOUSING AUTHORITY

The Enfield Housing Authority (EHA) is responsible for 7 residential complexes with a total of 456 dwelling units. Many of their residents are elderly and a good portion of them are handicapped. Additionally, there are dwelling units for low income families.

In the event of a major incident, EHA may be requested to provide support to agencies such as Social Services, and Public Works. Additionally, the EHA Executive Director may be requested to have a representative at the Town's Emergency Operations Center upon request.

Additional information on the Housing Authority follows:

Housing Office

Mark Twain Congregate Living Center

110 South Rd Enfield, CT 06082

Phone: 860-745-7493

Desk Staff Cell Phone: 860-982-2141

- All public calls after normal business hours are routed through this location
- Facility is staffed 24/7

Administrative Office I

Pearson Way Enfield,

CT 06082 Phone: 860-

745-7563

Contacts:

After Hours Calls: Desk 860-745-7493

Desk Staff Cell Phone: 860-982-2141

24/7 Desk Staff direct calls for service to appropriate personnel

Facilities: Bill Dufour

Cell: 860-209-6127

Administration: Scott Bertrand, Executive Director

Cell: 860-982-2154

Lori Reale, Deputy Executive Director

Cell – 860 982-2130

Equipment:

The EHA has a full complement of tools and equipment on hand to maintain housing facilities. A stock of materials is kept on hand which may be used to secure buildings.

Staffing

- Nine administrative personnel
- Six maintenance personnel. At least one member is on call 24/7 for emergency calls.
- Mark Twain has at least one staff member on duty 24/7

Vehicles:

- 2016 Ford Explorer 4 x 4 SUV
- 2013 GMC 3500 4 x 4 Pick up with Plow & Lift Gate
- 2012 Ford F350 4 x 4 Flat Bed with Plow & Lift Gate
- 2006 GMC 2500 2 4 x 4 Pick up with Plow
- 2004 Ford Utility Truck
- 2013 Ford Transit Utility Van
- Utility Trailer

Housing Sites:

Enfield Terrace & Extension (E 10 & E 21) - 1964 & 1965

80 units within 17 one story buildings

1 community/office building

Efficiency and 1 bedroom units for the Elderly and Disabled

Windsor Court (E 31 & E 50) - 1968 Redeveloped 2002

40 units within 20 one story buildings

1 community building with a laundry room

1 bedroom units for the Elderly and Disabled

Woodside Park (E 61) -1972

40 units within 10 one story buildings

1 community building with a laundry room

1 bedroom units for the Elderly and Disabled

Ella Grasso Manor (E 125) - 1982

40 units within 10 one story buildings

1 community building with a laundry room

1 bedroom units for the Elderly and Disabled

Mark Twain Congregate Living Center (C-3 & C-18) - 1982/1992

82 units one large building (two sections)

Efficiency apartments for the frail elderly

Facility is equipped with a stand by power system that maintains full power to the commercial kitchen and dining room.

Stand by power system will maintain heat, hot water and emergency lighting to the residential sections of the facility

Green Valley Village (MR 26) – 1951

84 units within 42 side by side duplex style buildings

Two and three bedroom apartments "*Family Units*"

Laurel Park (MR 56) - 1954

90 units within 45 side by side duplex style buildings

Two and three bedroom apartments "*Family units*"

TOWN OF ENFIELD

LARGE SHELTER
OPERATION

COMMUNITY
EMERGENCY
RESPONSE
TEAM

2012

Draft
Respectfully,

Pam Brown
Mary Keller
Marian Dippel

TABLE OF CONTENTS

PREPARING TO LEAVE HOME

PURCHASE ON THE WAY IN

CERT ROSTER PHONE NUMBERS

ARRIVING AT THE SHELTER

CHECK LIST FOR SHELTER

ENFIELD SHELTER SITES

SHELTER RESIDENCE INFORMATION

SIGN IN VOLUNTEERS AND CLIENTS

SHELTER JOBS

SHELTER FOOD

SHELTER REGISTRATION FORMS

INITIAL INTAKE AND ASSESSMENT TOOL

SHELTER COMMUNICATION OPERATION

SHELTER EQUIPMENT INVENTORY

OPENING AND CLOSING CHECKLIST

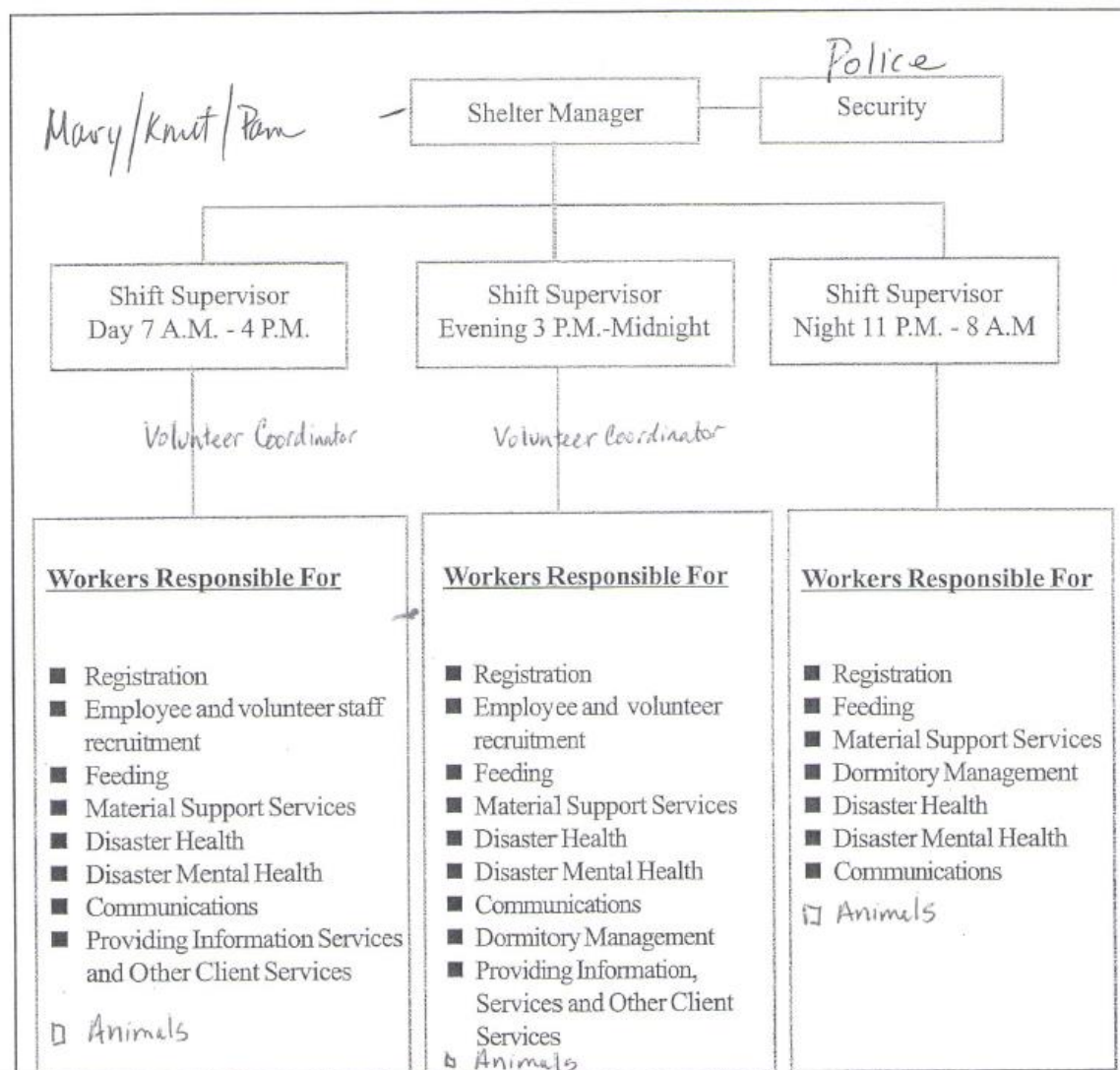
SHELTER OPERATIONS RED CROSS WORKBOOK

1. Registration
2. Volunteer and employee recruitment
3. Food
4. Material Support services
5. Disaster Health
6. Communication
7. Dormitory Management
8. Providing Information, Services and Other Client Services

In the Field

Assigning Key Responsibilities (Larger Shelters)

For shelters of 100 or more residents, the chart below suggests one way of assigning available staff to ensure that key responsibilities are covered. Shelters with 300 or more residents may need to add one to three workers to each shelter responsibility on day and evening shifts. Consolidate position when work volume allows it.



In an emergency, when you are called to open a shelter, several steps must be executed immediately. First you must prepare **your own** home and family. Family members are encouraged to join you at the shelters. This is a great "family experience" and extra workers, young and old, are always an asset during a shelter operation.

Preparing To Leave Home:

- ☐ Prepare your home, insure everything is secure.
- ☐ Notify family members that you will be working for Red Cross at the shelter.
 - ❖ In an emergency, your family can reach you at:
(860) 678-2830(Farmington area)
(860) 447-3248 (Waterford area)
- ☐ Leave a note taped to your Refrigerator stating that no one is home and that you are at Red Cross.
- ☐ Make arrangements for pets. The best bet is a family member or friend.
- ☐ Gather the items you will need during the operation. Remember, you may not be able to get home for several days. Roads may be impassable.
 - ☐ Change of Clothing, 2nd pair of shoes
 - ☐ Medication, Toiletries
 - ☐ Sleeping bag, pillow
 - ☐ Book to read, something to do during down time.
 - ☐ Videos, books, newspaper, games, magazines from home to help keep shelterees occupied.
- ☐ Check with the Supervisor on Call to see if you should stop and pick up supplies, food etc.
- ☐ Make sure you have a shelter kit and feeding kit available to open the shelter. They may also be picked up by someone else while you open the shelter.

PURCHASE
ON THE
WAY IN

CREAM

SUGAR

WATER

CERT ROSTER PHONE NUMBERS

ENFIELD CERT MEMBER ROSTER

ENFIELD CERT DEPLOYMENT CALL PROCEDURE

MEMBER NAME	TELEPHONE	EMAIL	ADDRESS
Bob Chagnon	(H) 749-0667 (cell) 416-7001	junebob1776@aol.com	4 Monroe Rd
Robin Ellis	698-9392	robint.ellis@cox.net	106 Raffia Rd
Richard Belford	749-2028	richardbelford@sbcglobal.net	44 Brook Road
Dawn Belford	749-2028	richardbelford@sbcglobal.net	44 Brook Road
Elaine Ogums	749-6150 860-300-3887	'eogums@sbcglobal.net'	13 Christopher Drive
Paul Meunier	741-5821 (H) 670-3329	'pmeunier@cox.net'	17 Weymouth Rd
Knut Finnevolden	741-7248 995-3624	knuffinn@aol.com	2 Hillyer Dr
Russell Hack JR	745-9144 324-0856	NM1K@att.net	21 Montano Road
Randy Baker	749-1246 916-4706	'baajekm@aol.com'	7 Arrow Street
inda Baker	749-1246 849-9182	'baajekm@aol.com'	7 Arrow Street
art Laflamme	749-4456 982-6471	robert.laflamme@sbcglobal.net	335 Elm Street
Mabriella Devika	749-6150 635-1138	'adevika@ccmckids.org'	13 Christopher Drive
Don Clark	749-8205 (H) 508-0476 (W)	dd.clark3@cox.net	66 Heron Road
Alison Clark	749-8205 (H) 683-0080 (W)	alisonclark8@cox.net	67 Heron Road
Marian Dippel	698-6932 966-1592	mdippel@enfieldschool.org mdippel@cox.net	22 Grove Road
Mike Grip	749-0407 (H) 778-1445 240-4271009	mgrip@hotmail.com	38 Brewster Road
Judy Januszewski	763-1248 (H) cell 690-6621	skea21@cox.net	8 Ernest Street
Mark Manion	745-4349	N/A	174 Martin Street
Joyce Natale	749-8125	usa.chance@yahoo.com	30 Arrow Street
Mike Tippo	749-7422	miketipp@cox.net	10 Carriage Drive
Kim Wilson	716-9328 (cell)	Enfcert@cox.net	17 Roosevelt Blvd
Jim Marco	741-3074 817-1172	jovas12@SBCGlobal.net	12 Standish St.

Mike to Call

Kim to Call

PROGRAM

CERT - ENFIELD

SHELTER OPERATION

SIGN IN

NAME	ADDRESS	CELL #
1.		860
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

PROGRAM

CERT

SHELTER OPERATION

SIGN OUT

NAME	Cell #		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Arriving At the Shelter:

- ☐ Establish contact with the Facility Representative.
- ☐ Conduct a pre-occupancy inspection using Facility/Shelter Opening Checklist.
- ☐ Set up filing system to track clients, volunteers, purchases.
 - ☐ Shelter manager's binder (include log)
 - ☐ Take forms from shelter kit
- ☐ Establish Contact with the Red Cross Operations Center or Supervisor on Call.
- ☐ Survey the space and identify usage. Discuss ways to block off areas we will not use.
 - ☐ Client areas (feeding, social, sleeping)
 - ☐ Nursing
 - ☐ Mental Health
 - ☐ Communications
 - ☐ Shelter Manager's office
 - ☐ Family Services area
- ☐ Identify the Entrance to be used. Set up registration area.
- ☐ Put Red Cross ID signs up at the following locations
 - ☐ Entrance to be used
 - ☐ Entrance to parking lot
 - ☐ Inside the shelter: Also feeding and sleeping areas.
 - ☐ Inside where press could interview workers.
 - ☐ Perhaps, on the main road leading into the shelter.
- ☐ Put up "Shelter Rules" posters in dining and sleeping areas.
- ☐ Make certain Shelter notebook is out and used.
- ☐ Arrange for coffee, juice, snacks. Contact the operations center for guidance.
- ☐ Call Red Cross operations center to inform them Shelter is Open and Ready. Have the phone number, address and any other information about the shelter ready

WHAT NEXT?

Now that you have the shelter up and running there are several things that you need to get in order.

- Identify and label a "Message Board". This board will include space for clients personal messages, general messages, schedule (meals, lights out, meetings)
- Make certain the staff has a place to eat, rest, and meet
- Make certain you have medical resources (a nurse, EMT or first aider) and a first aid kit.
- Make sure you establish contact with the Red Cross DOC via phone and ham radio. This is necessary to ensure that communications can continue if we loose telephone lines.
- Hold a meeting with all staff to go over the shelter dynamics.
- Plan a client meeting within two hours of the opening and every six hours (or sooner) to update and answer questions.
- Plan activities for children and adults (TV, VCR, games etc)
- Record all information in the shelter logbook.

CHECK LIST
FOR
SHELTER
MANAGEMENT

American Red Cross		Facility/Shelter Opening Checklist				
Facility Name:		Facility Representative:				
Location:		Date of Facility Check:				
		Conducted By:				
		Date of Last Facility Check:				
		Conducted By:				
Name of person addressing issues:		Date Issues Addressed:				
Contact information for person addressing issues:						
or "NA", the specific areas needing correction and the persons responsible for corrections should be noted in the comments column.						
AREAS TO REVIEW		YES	NO	NA	U	COMMENTS
Are indoor and outdoor walking surfaces free of tripping or falling hazards (uneven sidewalks, unprotected raised walkways/ramps/ docks, loose/missing tiles, telephone wires, extension cords, etc.)?						
Are the paths to exits relatively straight and clear of obstructions (blocked, chained, partially blocked, obstructed by garbage cans, etc.)?						
Are all emergency exits properly identified and secured?						
Are there at least two exits from each floor?						
Are illuminated exit and exit directional signs visible from all aisles?						
Is there an emergency evacuation plan and identified meeting place?						
Are there guidelines for directing occupants to an identified assembly area away from the building once they reach the ground floor?						
Are there any site specific hazards (hazardous chemicals, machinery)? If so, describe them.						
Is the facility clean, neat and orderly?						
Are the following building systems in good working order?						
Electrical						
Water						
Sewage System						
HVAC, if necessary						
Are fire extinguishers and smoke detectors present, inspected, and properly serviced?						
If power fails, is automatic emergency lighting available for egress routes, stairs and restrooms?						
Are first aid kits readily available and fully stocked? Where?						
Will occupants of the building be notified that an emergency evacuation is necessary by PA or alarm?						
ANY DAMAGE OR ADDITIONAL COMMENTS:						
Worker Signature: _____		Date: _____				
Reviewer Signature: _____		Date: _____				

Revised 12/07

Shelter Management

1. Entrance _____
2. Registration _____
3. Waiting Area _____
4. Food Services _____
5. Medical _____
6. Dormitory _____
7. Animals _____
8. Security _____
9. Communications _____
10. Shifts _____
11. Other _____

- Responsibilities
- Questions
- Signs
- Supplies

SHELTER
RESIDENCE
INFORMATION

American Red Cross Shelter Resident Information

We hope that your stay will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet, as it contains important information that you will need about living in this shelter.

REGISTRATION	Please Sign in at the registration area if you have not already done so. Registration is required so we have the records necessary to help you. All registration information is confidential. Please leave a forwarding address when relocation out of the shelter. This will allow Individual Client Services and Welfare Information personnel to continue to assist you. There is also a sign in/out sheet at the registration if you plan to leave the shelter for a short time.
SMOKING	You are not allowed to smoke, use matches or lighters inside the shelter.
PERSONAL BELONGINGS	We cannot assume responsibility for your belongings. We recommend that your valuables are locked in your car, out of sight, if possible. If that is impossible, keep your valuable items with you.
PETS	We understand that your pets are very important to you. For health and safety reasons, the Red Cross does not allow pets in the shelter. It is your responsibility to make provisions for your pet(s) before entering the shelter. If you need help in locating housing for your pet, please see shelter staff. The only exception to this rule are service animals for persons with disabilities.
CHILDREN	Parents are responsible for keeping track of and controlling the actions of their children. Please do not leave them unattended.
MEDICAL PROBLEMS OR INJURIES	Notify our staff of any medications that you are taking. If you have a medical condition or are not feeling well, please contact the Disaster Health Services staff immediately.
ALCOHOL, DRUGS AND WEAPONS	You are not allowed to possess or use alcohol or illegal drugs in any part of this shelter. No weapons are allowed in the shelter except those of designated police or security staff.
VOLUNTEERING TO HELP	Shelter residents are encouraged to help in the shelter. There are many jobs that do not require special skills or training. Please see staff if you can help.
TELEPHONES	Shelter residents are asked to use the public pay phones. The other shelter phones are used for emergencies.
HOUSEKEEPING	Please help us keep our temporary home clean. Please pick up after yourself and help us with cleaning when possible. Food and drinks, other than water are not allowed in the sleeping areas.
QUIET HOURS	Quiet areas are enforced in the sleeping areas between posted times. However, sleeping areas should be kept quiet as possible at all times of day.
NEWS MEDIA	News media representatives often visit shelters during a disaster operation. They are allowed to enter the shelter and to request interviews or photos. They will ask permission first and it is your right to refuse. They will not enter the sleeping area of a shelter.
SPECIAL REQUESTS	If you have a special requirement, such as a special diet, please let us know.
PROBLEMS	Please direct all complaints about this shelter to the shelter manager.

American Red Cross Disaster assistance is free.

ENTRANCE
SIGN IN
CERT VOLUNTEERS
AND
SHELTER OCCUPANTS
REGISTRATION
AND
SIGN OUTS

PROGRAM

CERT - ENFIELD

SHELTER OPERATION

SIGN IN

NAME	ADDRESS	CELL #
1.		860
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

SHELTER JOBS

ASSIGNMENTS
AND
EXAMPLES

Director Reports	Squad Leader
------------------	--------------

ENFIELD CERT MEMBERS SHELTER DEPLOYMENT ASSIGNMENTS

MEMBER NAME	RESPONSIBILITIES	JOB DESCRIPTION	
Border Patrol			Mike Tippo
Richard Belford	Perimeter Check	Patrol assigned areas so there is no breach of security ("off limits" compromised)	
Don Clark	Perimeter Check	Alert Team Leader and Asst Team Leader if situation occurs	
Mike Grip	Perimeter Check		
Mark Manion	Perimeter Check		
Security - Safety Checks			
Marian Dippel	Security Watch	Walk amongst the shelter and alert Team Leader and Assistant Team Leader	
Maryann Turner	Security Watch	of any problems i.e. personality conflicts, special needs that arise	
Russell Hack JR	Security Watch		
Aabriella Devika	Security Watch		
Food/Beverages			
Elaine Ogums	Food & Drink	Prepare and distribute food & drinks; alert to special needs that arise	
Joyce Natale	Food & Drink		
Dawn Belford	Food & Drink		
Communications			Kim Wilson
Robert Laflamme	Radio Communications	Shelter Radio Communication with Squad Leaders; Issues communicated to	
Knut Finnevolden	Radio Communications	Team Leader or Assistant Team Leader (see matrix); TL/ATL will resolve or relay to IC for assistance	
Assessment			
Jim Marco	Meet & Greet	Greet folks at the door; access needs i.e. medical, special needs, pets	
Robin Ellis	Meet & Greet	Direct folks to correct Registration/Intake Station based on assessment	
People			
Randy Baker	Registration	The gathering of individual's names, etc as required on the Registration Form	
Linda Baker	Registration	Disbursement of wrist band to each person who has registered	
Alison Clark	Registration		

People w/ Pets		** Works w/ ACO **	
Judy Januszewski		Registration - Pets	The gathering of individual's names, etc as required on the Registration Form Disbursement of wrist band to each person who has registered
Bob Chagnon		Registration - Pets	

SHELTER

FOOD

Food in the Shelter

Snacks and drinks MUST be provided at all times in the shelter. It is important that you assign a "mass care feeding person" to take charge of the food in your shelter. They will work with the mass care officer for the operation.

SNACKS AVAILABLE AT ALL TIMES:

Coffee, tea (cream and sugar)
Cold drinks (water, juice)
Snacks (cookies, fruit, chips, etc)

- Remember, some persons have special dietary limitations. Make certain there are fruit or crackers available

FIRST MEAL:

The first meal served in shelter could be sandwiches. These are quick and easily altered to provide for larger crowds. You need to purchase these using a Red Cross Disbursing Order. Use the following guidelines when purchasing the food.

- 1 LB sandwich meat makes 6 good size sandwiches
- for each 4lbs of meat, buy 1 lb of cheese
- for each 4lbs of meat, but 1 head of lettuce
- include, mayo, mustard, and bread,
- each "giant" size bread make approx. 10 sandwiches
- always have peanut butter and jelly available
- include individual bags of chips (if possible), apple and oranges, and cookies.
- Plates, napkins, and a plastic knife to spread the mayo.

BREAKFAST

This should be very simple. Juice, coffee, fruit, cereal, donuts or muffins. If you choose cereal... you will need spoons, bowls, and milk.

SHELTER

REGISTRATION
FORMS

AMERICAN RED
CROSS

CT Regional Chapter American Red Cross
Shelter Practice Scenario

Client #	Description	Number
1	Family of 4	4
2	Family of 4 with Grandparents	6
3	Family of 4 with Grandparents that don't live with them.	6
4	Family of 5 with friend living with them.	6
5	Single Male with ashma and no ID	1
6	Single Female with high blood pressure	1
7	Single Male with three friends staying with him. One is a vegetarian.	4
8	Family of 4 with dog.	4
9	Family of 3 that only speaks Spanish	3
10	2 Guys living together	2
11	Family of 3 with infant	3
12	Family of 3. Son is mentally retarded.	3
13	Family of 3. Need Kosher Food.	2
14	Elderly couple. One uses a cane.	5
15	Single Mom with 4 kids.	53

SHELTER
INITIAL INTAKE
AND ASSESSMENT TOOL
REGISTRATION
FORMS

AMERICAN RED CROSS
SHELTER REGISTRATION FORM
Please print all sections

Incident / DR Number & Name: _____
Shelter Name: _____
Shelter City, County/Parish, State: _____

Family Name (Last Name):		Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address (if different) (City/State/Zip):	Identification verified by (Record type of ID; if none, write none):
Home Phone:	Cell Phone/Other:	Primary Language: If primary language is not English, please list any family members who speak English.
Method of Transportation: If personal vehicle—plate #/State: (for security purposes only)		

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
☐ Yes ☐ No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT

American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date: _____

Shelter Worker Signature _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only		Form 5972 Rev 02/07
Copy Distribution		
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)	3. Client (if requested)

American Red Cross

Disaster Services Program Guidance

Instructions for Use of the
American Red Cross–Health and Human Services
Initial Intake and Assessment Tool
June 20, 2008

Purpose

The main purpose of the *Initial Intake and Assessment Tool* is to enable Red Cross staff to decide if simple accommodations can be provided that will enable individuals to stay in general population shelters. The secondary purpose is to ensure proper and safe placement of those clients with medical or functional needs beyond the scope and expertise of care offered in Red Cross shelters. The Red Cross, and its partner, the U.S. Department of Health and Human Services (HHS), are determined to maximize the use of this tool in order to minimize stress and emphasize the safety and well-being of those we serve during times of disaster.

Top Section of the Tool

Shelter workers meet with clients and legibly record pertinent information in the top of the tool and questions 1 through 9. The remaining questions are only to be filled out by Disaster Health Services (HS) and Disaster Mental Health (DMH) workers. Only *one form* is used for *each family*[#]. Questions in the early part of the tool are designed to identify language barriers, separated families and other important information to be passed onto the shelter manager. The top section of the tool asks for basic demographic information in addition to:

- DRO stands for Disaster Relief Operation (enter name and number of DRO)
- List *all* of the names of the family members in the shelter
- The shelter worker initials that he/she has notified the shelter manager when a child under the age of 18 is unaccompanied in the shelter

Questions 1 - 9

The shelter worker asks the head of the family the first nine “yes/no” questions, except for questions 4 and 9 which are questions to the interviewer. You should not ask the client questions 4 and 9. All 9 questions pertain to all family members listed on the form. Where there is a “yes” answer, the worker notes *ONLY* the name of the relevant family member, discontinues the interview and refers the client to HS or DMH. **(Do not write confidential information anywhere in the first 9 questions!)** Only HS and/or DMH, *in conjunction* with the shelter manager, will make decisions regarding shelter accommodation.

If there is a need for a language interpreter or if the client needs assistance in understanding or answering the questions, end the interview and contact the shelter manager. Questions 3, 4 and 9 refer to emergency situations and/or urgent referrals to HS or DMH.

[#] Although the intake tool is designed for the entire family, there could be a need to use more than one form if the family has several individuals with different needs.

Question 3: In cases of illness or emergency do not continue the interview. A call to 911 must be made in any life-threatening emergency (such as chest pain, heavy bleeding or multiple injuries. HS will take over at this point). If the client has an illness, medical condition, or if you are unsure or confused as to the client's answer to question 3, refer to HS or DMH immediately. Escort the client to HS or DMH when necessary and hand the HS/DMH worker the tool. (*Do not give the tool to the client*)

Observation 4: This is NOT a question to the client. Document your observation as the interviewer. If the client appears to be a threat to self or others, call 911. If you answer "yes" to observation 4 or are unsure, refer immediately to DMH or HS.

Question 9: This is NOT a question to the client. Refer the client to HS or DMH if you think the client would benefit from a more detailed health or mental health assessment or if the client is unsure or confused about any of his/her answers.

STOP the Interview

Place your initials on the tool and indicate whether you've referred the client to HS or DMH. Do not answer any questions beyond this point (they are for HS and DMH workers only). If you answered "no" to all questions, attach the intake tool to the shelter registration form. If you answered "yes" to any questions or were unsure, refer the client to HS or DMH.

Where to Put the Initial Intake and Assessment Tool

If you answered "no" to all of the first 9 questions and were sure the client did not need a referral to HS or DMH, then attach the tool to the shelter registration form. If you answered "yes" or were unsure as to any question and referred the client to HS or DMH, the HS or DMH worker will attach the tool to the Client Health Record (F2077). (*Do not give the tool to the client*).

FOR HS and DMH ONLY

Pre-existing conditions, both physical and psychological, are frequently exacerbated during times of extreme stress. HS and DMH workers should be aware of the potential for a client to decompensate or decline in health. Previously healthy individuals may have new medical/mental health needs due to the disaster.

- Once a client has been referred to HS/DMH, **all information is confidential** and will only be seen by licensed health care providers. Initiate a ***Client Health Record (F2077)*** for the client and attach the tool.
- In situations where a client has both physical and psychological concerns, he/she should be seen by both a DMH and an HS worker.

Questions?

If you have any questions or concerns about using this form contact your supervisor and/or a Disaster Health Services or Disaster Mental Health worker.

American Red Cross

Disaster Services Program Guidance

Instructions for Use of the
American Red Cross–Health and Human Services
Initial Intake and Assessment Tool
June 20, 2008

Purpose

The main purpose of the *Initial Intake and Assessment Tool* is to enable Red Cross staff to decide if simple accommodations can be provided that will enable individuals to stay in general population shelters. The secondary purpose is to ensure proper and safe placement of those clients with medical or functional needs beyond the scope and expertise of care offered in Red Cross shelters. The Red Cross, and its partner, the U.S. Department of Health and Human Services (HHS), are determined to maximize the use of this tool in order to minimize stress and emphasize the safety and well-being of those we serve during times of disaster.

Top Section of the Tool

Shelter workers meet with clients and legibly record pertinent information in the top of the tool and questions 1 through 9. The remaining questions are only to be filled out by Disaster Health Services (HS) and Disaster Mental Health (DMH) workers. Only *one form* is used for *each family*[#]. Questions in the early part of the tool are designed to identify language barriers, separated families and other important information to be passed onto the shelter manager. The top section of the tool asks for basic demographic information in addition to:

- DRO stands for Disaster Relief Operation (enter name and number of DRO)
- List *all* of the names of the family members in the shelter
- The shelter worker initials that he/she has notified the shelter manager when a child under the age of 18 is unaccompanied in the shelter

Questions 1 - 9

The shelter worker asks the head of the family the first nine “yes/no” questions, except for questions 4 and 9 which are questions to the interviewer. You should not ask the client questions 4 and 9. All 9 questions pertain to all family members listed on the form. Where there is a “yes” answer, the worker notes *ONLY* the name of the relevant family member, discontinues the interview and refers the client to HS or DMH. **(Do not write confidential information anywhere in the first 9 questions!)** Only HS and/or DMH, *in conjunction* with the shelter manager, will make decisions regarding shelter accommodation.

If there is a need for a language interpreter or if the client needs assistance in understanding or answering the questions, end the interview and contact the shelter manager. Questions 3, 4 and 9 refer to emergency situations and/or urgent referrals to HS or DMH.

[#] Although the intake tool is designed for the entire family, there could be a need to use more than one form if the family has several individuals with different needs.

Date/Time: _____ Shelter Name/City/State: _____ DRO Name/ #: _____	
Family Last Name: _____	
Primary language spoken in home: _____	Does the family need language assistance/interpreter?: _____
Names/ages/genders of all family members present: _____	
If alone and under 18, location of next of kin/parent/guardian: _____ If unknown, notify shelter manager & interviewer initial here: _____	
Home Address: _____	
Client Contact Number: _____	Interviewer Name (print name): _____
INITIAL INTAKE	Circle Actions to be taken Include ONLY name of affected family member
1. Do you need assistance hearing me?	YES / NO If Yes, consult with Disaster Health Services (HS).
2. Will you need assistance with understanding or answering these questions?	YES / NO If Yes, notify shelter manager and refer to HS.
3. Do you have a medical or health concern or need right now?	YES / NO If Yes, stop interview and refer to HS immediately. If life threatening, call 911.
4. Observation for the Interviewer: Does the client appear to be overwhelmed, disoriented, agitated, or a threat to self or others?	YES / NO If life threatening, call 911. If yes, or unsure, refer immediately to HS or Disaster Mental Health (DMH).
5. Do you need medicine, equipment or electricity to operate medical equipment or other items for daily living?	YES / NO If Yes, refer to HS.
6. Do you normally need a caregiver, personal assistant, or service animal?	YES / NO If Yes, ask next question. If No, skip next question.
7. Is your caregiver, personal assistant, or service animal inaccessible?	YES / NO If Yes, circle which one and refer to HS.
8. Do you have any severe environmental, food, or medication allergies?	YES / NO If Yes, refer to HS.
9. Question to Interviewer: Would this person benefit from a more detailed health or mental health assessment?	YES / NO If Yes, refer to HS or DMH.
*If client is uncertain or unsure of answer to any question, refer to HS or DMH for more in-depth evaluation.	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> STOP HERE! </div> <div> REFER to: HS Yes <input type="checkbox"/> No <input type="checkbox"/> DMH Yes <input type="checkbox"/> No <input type="checkbox"/> Interviewer Initial _____ </div> </div>	
DISASTER HEALTH SERVICES/DISASTER MENTAL HEALTH ASSESSMENT FOLLOW-UP	
ASSISTANCE AND SUPPORT INFORMATION	Circle Actions to be taken Comments
Have you been hospitalized or under the care of a physician in the past month?	YES / NO If Yes, list reason.
Do you have a condition that requires any special medical equipment/supplies? (Epi-pen, diabetes supplies, respirator, oxygen, dialysis, ostomy supplies, etc.)	YES / NO If Yes, list potential sources if available.
Are you presently receiving any benefits (Medicare/Medicaid) or do you have other health insurance coverage?	YES / NO If Yes, list type and benefit number(s) if available.
MEDICATIONS	Circle Actions to be taken Comments
Do you take any medication(s) regularly?	YES / NO If No, skip to the questions regarding hearing.
When did you last take your medication?	Date/Time.
When are you due for your next dose?	Date/Time.
Do you have the medications with you?	YES / NO If No, identify medications and process for replacement.

	Circle	Actions to be taken	Comments
HEARING			
Do you use a hearing aid and do you have it with you?	YES / NO	If Yes to either, ask the next two questions. If No, skip next two questions.	
Is the hearing aid working?	YES / NO	If No, identify potential resources for replacement.	
Do you need a battery?	YES / NO	If Yes, identify potential resources for replacement.	
Do you need a sign language interpreter?	YES / NO	If Yes, identify potential resources in conjunction with shelter manager.	
How do you best communicate with others?		Sign language? Lip read? Use a TTY? Other (explain).	
VISION/SIGHT			
Do you wear prescription glasses and do you have them with you?	YES / NO	If Yes to either, ask next question. If No, skip the next question.	
Do you have difficulty seeing, even with glasses?	YES / NO	If No, skip the remaining Vision/Sight questions and go to Activities of Daily Living section.	
Do you use a white cane?	YES / NO	If Yes, ask next question. If No, skip the next question.	
Do you have your white cane with you?	YES / NO	If No, identify potential resources for replacement.	
Do you need assistance getting around, even with your white cane?	YES / NO	If Yes, collaborate with HS and shelter manager.	
ACTIVITIES OF DAILY LIVING			
Do you need help getting dressed, bathing, eating, toileting?	YES / NO	If Yes, specify and explain.	
Do you have a family member, friend or caregiver with you to help with these activities?	YES / NO	If No, consult shelter manager to determine if general population shelter is appropriate.	
Do you need help moving around or getting in and out of bed?	YES / NO	If Yes, explain.	
Do you rely on a mobility device such as a cane, walker, wheelchair or transfer board?	YES / NO	If No, skip the next question. If Yes, list.	
Do you have the mobility device/equipment with you?	YES / NO	If No, identify potential resources for replacement.	
NUTRITION			
Do you wear dentures and do you have them with you?	YES / NO	If needed, identify potential resources for replacement.	
Are you on any special diet?	YES / NO	If Yes, list special diet and notify feeding staff.	
Do you have any allergies to food?	YES / NO	If Yes, list allergies and notify feeding staff.	
IMPORTANT! HS/DMH INTERVIEWER EVALUATION			
Question to Interviewer: Has the person been able to express his/her needs and make choices?	YES / NO	If No or uncertain, consult with HS, DMH and shelter manager.	
Question to Interviewer: Can this shelter provide the assistance and support needed?	YES / NO	If No, collaborate with HS and shelter manager on alternative sheltering options.	
NAME OF PERSON COLLECTING INFORMATION:	HS/ DMH Signature:		Date:

Following information is only relevant for interviews conducted at HHS medical facilities: Federal agencies conducting or sponsoring collections of information by use of these tools, so long as these tools are used in the provision of treatment or clinical examination, are exempt from the Paperwork Reduction Act under 5 C.F.R. 1320.3(h)(5).

The authority for collecting this information is 42 USC 300hh-11(b) (4). Your disclosure of this information is voluntary. The principal purpose of this collection is to appropriately treat, or provide assistance to, you. The primary routine uses of the information provided include disclosure to agency contractors who are performing a service related to this collection, to medical facilities, non-agency healthcare workers, and to other federal agencies to facilitate treatment and assistance, and to the Justice Department in the event of litigation. Providing the information requested will assist us in properly triaging you or providing assistance to you.

	Circle	Actions to be taken	Comments
HEARING			
Do you use a hearing aid and do you have it with you?	YES / NO	If Yes to either, ask the next two questions. If No, skip next two questions.	
Is the hearing aid working?	YES / NO	If No, identify potential resources for replacement.	
Do you need a battery?	YES / NO	If Yes, identify potential resources for replacement.	
Do you need a sign language interpreter?	YES / NO	If Yes, identify potential resources in conjunction with shelter manager.	
How do you best communicate with others?		Sign language? Lip read? Use a TTY? Other (explain).	
VISION/SIGHT			
Do you wear prescription glasses and do you have them with you?	YES / NO	If Yes to either, ask next question. If No, skip the next question.	
Do you have difficulty seeing, even with glasses?	YES / NO	If No, skip the remaining Vision/Sight questions and go to Activities of Daily Living section.	
Do you use a white cane?	YES / NO	If Yes, ask next question. If No, skip the next question.	
Do you have your white cane with you?	YES / NO	If No, identify potential resources for replacement.	
Do you need assistance getting around, even with your white cane?	YES / NO	If Yes, collaborate with HS and shelter manager.	
ACTIVITIES OF DAILY LIVING			
Do you need help getting dressed, bathing, eating, toileting?	YES / NO	If Yes, specify and explain.	
Do you have a family member, friend or caregiver with you to help with these activities?	YES / NO	If No, consult shelter manager to determine if general population shelter is appropriate.	
Do you need help moving around or getting in and out of bed?	YES / NO	If Yes, explain.	
Do you rely on a mobility device such as a cane, walker, wheelchair or transfer board?	YES / NO	If No, skip the next question. If Yes, list.	
Do you have the mobility device/equipment with you?	YES / NO	If No, identify potential resources for replacement.	
NUTRITION			
Do you wear dentures and do you have them with you?	YES / NO	If needed, identify potential resources for replacement.	
Are you on any special diet?	YES / NO	If Yes, list special diet and notify feeding staff.	
Do you have any allergies to food?	YES / NO	If Yes, list allergies and notify feeding staff.	
IMPORTANT! HS/DMH INTERVIEWER EVALUATION			
Question to Interviewer: Has the person been able to express his/her needs and make choices?	YES / NO	If No or uncertain, consult with HS, DMH and shelter manager.	
Question to Interviewer: Can this shelter provide the assistance and support needed?	YES / NO	If No, collaborate with HS and shelter manager on alternative sheltering options.	
NAME OF PERSON COLLECTING INFORMATION:	HS/ DMH Signature:		Date:

Following information is only relevant for interviews conducted at HHS medical facilities: Federal agencies conducting or sponsoring collections of information by use of these tools, so long as these tools are used in the provision of treatment or clinical examination, are exempt from the Paperwork Reduction Act under 5 C.F.R. 1320.3(h)(5).

The authority for collecting this information is 42 USC 300hh-11(b) (4). Your disclosure of this information is voluntary. The principal purpose of this collection is to appropriately treat, or provide assistance to, you. The primary routine uses of the information provided include disclosure to agency contractors who are performing a service related to this collection, to medical facilities, non-agency healthcare workers, and to other federal agencies to facilitate treatment and assistance, and to the Justice Department in the event of litigation. Providing the information requested will assist us in properly triaging you or providing assistance to you.

ATTACHEMENT FF

EVERYONE WORKING TOGETHER - FOR THE SAFETY OF EVERYONE

Version 1.3

MAKE - SAFE

ACTIVATION QUICK REFERENCE GUIDE

Activation Prerequisites:

Local EOC is OPEN and STAFFED, Multiple Blocked Roads have been IDENTIFIED (diagrams on second page bottom) and Contact made with Utility Company Liaison and/or Utility EOC.

Instructions:

Identify, Record, Prioritize, and Track

Local EOC / Municipalities

Local Emergency Operations Center (EOC)

a. OPEN Local EOC and STAFF appropriately (including Utility Co. Liaison) for the incident.

b. USE the Blocked Roads form and RECORD the Make-Safe blocked road location, condition, and priority in the Town EOC.

¹ **MAKE-SAFE Blocked Road** is a road that is impassible to emergency vehicles. This could be caused by trees, damaged utility equipment, Snow, other third party attachment equipment, a dead ended street or any combination of previous items preventing access and involves utility equipment. A road is only considered blocked if there is no other reasonable means of access to an area.

c. NOTIFY the applicable utility companies of the Make-Safe blocked road location that need their support for clearing. NOTIFY any municipal town/city agencies needed to assist.

d. TRACK progress and use proper COMMUNICATION FLOW and METHODS for the Make-Safe location operation and utility support needed until the scenario is complete.

e. The town designates an **On-site Town Representative** as the point of contact to stay with the Utility Company crew on site and report back completion or status of Make-Safe work to the town EOC.

Responsibilities:

Municipality (possibly-Public Works)—[Responsibilities may vary depending on each municipality.]

a. Identify all major utilities that operate in the municipality, or that may affect the continuity of operations for public businesses and private residents in the municipality.

b. Prepare Blocked Roads form as needed.

c. Identify the local primary point of contact person to all Utility Companies affecting the municipality; this is the- **On-site Town Representative**

d. Maintain an updated list of emergency contacts for all Utility Operators.

e. Identify a liaison from each Utility Operator that will be available to report to the local EOC, as needed.

f. Work with local EMD to coordinate recovery plans and actions with all Utility Providers.

g. Review plans and procedures. Work closely with the local EMD to create Incident Action Plans and After Action Reports.

Comments or recommendations regarding this document should be sent to Bill Higgins at William.Higgins@ct.gov

NOT BLOCKED – alternate access route | NOT BLOCKED – one lane passable | BLOCKED – not accessible

Responsibilities:

Utility Companies

- a. RECEIVE Make-Safe blocked road locations and priorities needing utility company support from the Town EOC as recorded on the Blocked Roads form (**The information on this form may be given to the Electric Utility Company Town Liaison who notifies the Utility EOC**)
- b. MOBILIZE necessary resources in appropriate manner (i.e. Taskforce, Strike team).
- c. ASSIGN resources to the Make-Safe scenario location working from the highest priority to the lowest priority until scenario issues are addressed.

Operational Priorities:

Incident Priorities

The incident priorities will be safely achieved in the following order:

Life Safety

Incident Stabilization

Property Conservation

Remember coordination for MAKE-SAFE will be in concert with the Incident Commander, who will recognize the technical expertise of the Utility service company. Energy and Non-Energy Companies that provide public services acknowledge and shall work towards accomplishing this First Priority: First Priority: Immediate Life Threatening Situations, Public Health and Safety

- Public Safety requires the de-energizing or cutting down of downed primary voltage distribution lines.
- Restoration of service to previously designated public emergency service institutions such as major hospitals, evacuation centers, as prioritized by municipal officials.
- After the storm has passed to allow for safe operation of aerial devices (winds of less than or equal to 30 mph), establish city/town cut down crews (line and tree crews paired up) and have them muster with the municipal public works department or police/fire department representatives to cut and clear all trees in order to open roadways.

NOTE: A utility may repair or restore a “lesser” priority facility before a higher priority facility in order to meet higher priority needs. In addition, evaluation of priorities must be flexible as circumstances change, which may require time specific resource allocation.